



Village of Sayward

Village of Sayward Job Posting 23-04

PUBLIC WORKS FOREMAN

The seaside community of Sayward is located on northern Vancouver Island, just 50 minutes north of Campbell River. The Village is perched at the base of Newcastle Ridge and the mouth of the mighty Salmon River at Kelsey Bay, one of BC's most important estuaries. Sayward is in the unceded Traditional Territory of the K'omoks, We Wai Kai and Wei Wai Kum First Nations. Approximately 350 people call Sayward home: residents are happy to share the spectacular natural environment of the Island with visitors and the 1000 residents in the nearby Sayward valley.

THE ROLE: Reporting directly to the Chief Administrative Officer, the Public Works Foreman is a working supervisor responsible for organizing the safe and efficient day-to-day operations of the Public Works Department. The Public Works Foreman is also the Chief Water Distribution Operator.

You are a self-motivated individual with great interpersonal skills. You have a can-do attitude and are a team player. You practice confidentiality and professionalism at your job. You provide front-line customer service related to the operations and services of the Village.

DUTIES:

Based on direction provided by the CAO, the Public Works Foreman is responsible to develop and execute the annual Public Works department plan for the operation, maintenance, and repair of the following services:

- Municipal roads and bridges
- Municipal parks and lands
- Municipal facilities and structures
- Municipal vehicles
- Storm drainage
- Water supply and distribution
- Sanitary sewer
- Public works department tools and equipment

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0
Phone: 250-282-5512 Fax: 250-282-5511 e-mail: village@saywardvalley.ca

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'omoks First Nation, the traditional keepers of this land.

QUALIFICATIONS:

- Completion of Grade 12
- A valid BC Drivers License (Class 5 minimum)
- 5 years management experience in municipal Public Works or a similar environment; OR an equivalent in education, training, and experience
- The following EOCP certifications (or a commitment to obtain certification) and a willingness to upgrade within 2 years:
 - Small Water Systems
 - Small Wastewater Systems
- Proficiency with Microsoft Office (Outlook, Word, and Excel)
- Ability to communicate effectively, both orally and in written form
- Ability to work effectively and respectfully with staff and the public
- A willingness to participate in training sessions to develop or enhance required skills

Wages based on experience and qualifications.

Posting Date: November 10, 2023

Application Deadline: November 17, 2023 at 4:00pm

How to apply:

Please send your application, in confidence to:
Chief Administrative Officer
Village of Sayward
PO Box 29 Sayward, BC
V0P 1R0

Apply via Email: cao@saywardvalley.ca (Word or pdf document only please)

The Village of Sayward would like to thank all applicants for their interest. Only candidates selected for an interview will be contacted.

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