

**Job Summary**

The Maintenance Foreman is required to maintain District facilities to enable the efficient and effective delivery of water to the water users throughout the district. Some of these services include, performing 1st calls, organizing maintenance projects, organizing welding projects, repairing pipeline leaks, cleaning ditches, repairing washouts, loading, and unloading of trucks, pulling beaver dams, installing, and repairing Texas gates, installing culverts, installing structures, and laying rip rap, armour or gravel as well as responding to locate responses. At the discretion of the Divisional Superintendent and/or the Equipment Superintendent they may participate in the supervision of construction and maintenance projects (e.g., Supervising the Welding Shop) this may require the need to provide some direction and delegation of tasks to Water Operators and Equipment Operators, along with some training, coaching, and mentoring. Also, there is an expectation to provide some hands-on expertise when Water Operators require back-up or assistance.

Key Responsibilities

- In advance of project work, conduct the following preparation activities including the following: have utilities located; arrange for utility representative on site for all work performed on their right of way; arrange for Fortis power line orientations; ensure proper signage is in place for power lines, traffic, etc.; and ensure that all materials required for the project are at the site. This preparation work is critical to ensure everything is in place, prior to having crew and equipment on site for maintenance/ construction projects to begin.
- Ordering of steel and other materials necessary for risers, rock walls, cattle guards and trash racks,
- Ensure the equipment is properly maintained and repaired.
- Perform or oversee the repairs of District facilities maintenance.
- Operate light-duty construction equipment and haul construction materials to various sites within the district; on a daily basis, operate the backhoe.
- Keep accurate records for time and project billing purposes.
- Have projects "First Called" as required.
- Hire contractors (e.g., Hydro-vacs; Utility Locaters), as required.



- Conduct regular daily inspections and maintenance of the equipment; this includes ensuring the district vehicle is kept in proper working order and reporting any problems to the District Mechanic; and, ensuring District equipment (e.g., pumps, generators) are kept in proper working order.
- Participate in the draining and pumping of District facilities' operations, when required.
- Relate to and communicate with co-workers, supervisors, management, and others sincerely, clearly, tactfully, promptly and courteously; respond to inquiries and issues promptly and professionally.
- Ensure all operations are performed in a safe manner and in accordance with the District Health and Safety Management system program and District policies, procedures and programs in effect, and as amended from time to time, as well as applicable Occupational Health and Safety Act legislation including,
 - participating in FLHA safety tailgate meetings, on the job training, safety training seminars, safely operating tools and equipment, and completing work in a safe manner.
- Ensure any required Personal Protective Equipment is on site and worn in accordance with safe job requirements.
- Perform additional tasks, consistent with the position, as may be required from time to time.

Job Qualifications

- Must have a valid Alberta Class 5 drivers' license.
- Ability to read and understand basic construction drawings
- Basic construction background; familiarity and some experience operating light-duty construction equipment
- Basic Welding experience
- Familiarity and some experience operating power tools
- Basic mechanical inclination and skills



- Familiarity and knowledge of the Eastern Irrigation District or the ability to read a map book
- Effective interpersonal communication skills
- Effective organizational and time management skills
- Ability to work with minimum supervision

Pre-Employment Requirements

- Selected candidates will be required to undergo pre-employment background checks, including a Criminal Record Check.
- Selected candidates will be required to provide a Driver's Abstract.
- Successful applications must provide proof of qualifications.

Pre-Employment Alcohol and Drug Test

The District recognizes that the use of alcohol and drugs can adversely impact a safe work environment and the well-being of others, as well as place the District's operations at risk. This position is a safety sensitive position and, as such, any person, including any current employee, who has applied for a safety sensitive position will be required to pass a Drug and Alcohol Test as a pre-condition to employment, being transferred or being temporarily assigned into a safety sensitive position as per the District's Drug and Alcohol Policy.