

# Cartage Foreman

## POSITION DESCRIPTION

- Responsible to the appropriate Supervisor, the foreman works within his/her area of responsibility to organize and supervise the work for his/her staff. The foreman also coordinates activities with supervisors, foreman and other workers.
- The foreman is expected to communicate with employees the Employer's expectations of workplace performance including advising, directing, initiating letters of direction, and when necessary, verbally warning employees about any performance deficiencies. When further disciplinary steps are necessary, the foreman will suggest appropriate recommendations to excluded management pursuant to Article 13 of the Collective Agreement.
- Works independently, and when required, travels from job site to job site using either a School Board or privately owned vehicle, for transporting workers, supplies, materials, tools and/or equipment to the job site.
- Reviews work requests to determine personnel requirements, procures materials necessary, ensures tools and equipment are available, and establishes a schedule to complete the work within acceptable time and quality parameters.
- Estimates labour, materials and other requirements for completion of specific jobs and provides written estimates when required.
- Maintain a liaison with Principals in each school.
- Supervises, directs, trains and recommends in selection and evaluation of his/her staff.
- Reviews with his/her staff, on an individual or departmental basis, those policies, procedures, regulations, and terms of the collective agreement relative to the day-to-day operation of his/her department.
- Initiates discussions on a regular basis concerning work related issues such as team building, conflicts, problem solving and work performance, with a view to seeking solutions.
- Co-ordinates servicing or repair of District buildings or equipment with outside agencies and inspects and reports on the quality of work as and when required.
- Maintains a working inventory of parts, supplies or equipment for his/her area of responsibility.
- Evaluates products, materials and equipment for cost saving or efficiency measures. Keeps up-to-date on latest trends and developments in his/her given area.
- Applies his/her knowledge of the working capacity or capabilities of workers, machines and equipment. Evaluates assignments and determines manpower

requirements, estimates material and supplies required for the completion of work and establishes methods to meet work schedules.

- Prepares input for the annual budget.
- Ensures that all timecards for his/her staff are accurate and submitted to payroll within specified timelines.
- Cleans work area, tools and equipment in his/her area.
- Performs other assigned duties related to the above.

## JOB QUALIFICATIONS

### EDUCATION/TECHNICAL REQUIREMENTS

- Grade 12 certificate or an equivalent combination of education, training and experience.
- Valid Class 5 British Columbia Drivers License.

### OTHER RELATED COURSES

- Courses related to supervisory skills such as leadership, organizational skills, team building and conflict resolution.
- WHMIS certification.
- Broad knowledge of Transportation of Dangerous Goods legislation.

### EXPERIENCE/TECHNICAL REQUIREMENTS

- Four (4) or more years of specific experience estimating jobs and supervising and coordinating employees, or six (6) years experience in their related area including some direct experience estimating jobs and supervising their staff and coordinating other trades/departments, through the entire cycle of work, from beginning of estimate to completion of project.
- A minimum of two (2) years related experience in radio and telephone procedures and practices.
- Demonstrated ability to work effectively with a wide variety of stakeholders in a leadership role. Stakeholders could include Principals, teachers, students, parents, office staff, custodians, etc.

## KNOWLEDGE

### THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:

- The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise.
- Knowledge of the working capacity or capabilities of workers, machines and equipment.

- Demonstrated working knowledge of radio and telephone operations and dispatching.
- Job related safety regulations and techniques as outlined in the Workers' Compensation Board Industrial Health and Safety Regulations.
- Personal computers; including current word processing, spreadsheet, database and facilities management software used by School District #61.

## SKILLS AND ABILITIES

### THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:

- Maintain a cooperative working relationship with other workers, suppliers, administrators, supervisors, teaching staff, students and the public.
- Estimate time, materials, equipment and manpower required to complete projects safely and efficiently through the entire cycle of work, from beginning of estimate to completion of project.
- Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet unforeseen circumstances.
- Ability to supervise the work of others.
- Read and interpret plans and specifications.
- Ability to research and prepare statistical data.
- Mathematical ability to perform job related calculations.
- Demonstrated ability to assess personnel requirements relative to Board vehicles and demonstrated knowledge of vehicle loading procedures and truck capacities.
- Demonstrated ability to schedule daily work programs for drivers and labourers and complete related clerical functions.
- Use his/her interpersonal skills to solve minor grievances or employee disagreements using conflict resolution techniques.
- Perform duties in compliance with safety regulations.

### WORKING CONDITIONS/OCCUPATIONAL REQUIREMENTS

- Sufficient sight and hearing to perform related job duties.
- Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the Occupational Health and Safety Regulations.
- Able to perform related physical and mental activities.
- Able to work in a highly active physical environment.
- Able to work in adverse weather conditions.