

G. V. R. D.

TITLE: TRADES FOREMAN - TRADES

POSITION DESCRIPTION

NO: 453 DATE: Sept. '82

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PURPOSE OF POSITION:

TO PLAN, ALLOCATE, COORDINATE AND SUPERVISE THE WORK OF A SMALL GROUP(S) OF TRADESMEN AND HELPERS AND TO CARRY OUT WORK IN HIS FIELD OF EXPERTISE AS REQUIRED, THROUGHOUT G.V.R.D. FACILITIES.

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DUTIES: (The duties described hereunder are intended to be representative of the position and are not to be considered as all-inclusive,)

Plans work procedures, allocates, coordinates, supervises and participates in the work of small to moderate sized crews of tradesmen and helpers engaged in maintenance and construction work (such as mechanical, carpentry, plumbing, welding, pipe laying) throughout water and sewer disposal facilities.

Assists in the training of apprentices and advises journeymen on new methods, techniques, regulations, etc.

Submits work progress reports, requisitions equipment, parts and supplies, prepares cost estimates, recommends on promotions, disciplinary actions, prepares time and equipment sheets.

Keeps up to date and applies new work methods and techniques, safety regulations.

Assist superiors with manpower planning and budget preparation.

Trouble shoot, identify problem areas, recommend equipment repair or replacement.

Replaces superior during absences.

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REQUIREMENTS: (Minimum to fill position.)

Grade 12, plus Trade Qualification certificate (or equivalent qualifications).

A minimum of ten years of related experience (5 of which with GVRD).

Valid BC drivers licence and health certificate for watershed entry.

Proven ability to organize, direct and supervise the work of others.

Able to read blue prints, write reports.

Provide own tools.