



Public Works Department: Foreperson

Issue Date: May 20, 2026

Closing Date: June 6, 2026

Job Level: Permanent/Full Time

Posting # 2026-020

*This position is covered by the Collective Agreement between the District of Stewart and CUPE Local 1804.
The current rate as of January 1, 2026 for this position is \$49.22/hr*

THE DISTRICT OF STEWART is seeking a positive, action-oriented, and self-motivated individual that exhibits public relations capabilities, and is a trusted motivator with leadership skills to foster a dynamic Operations and Public Works Team.

Job Summary:

Under the direction of Management, this position is responsible for the efficient and productive coordination of day-to-day operations for the Public Works Department in the District of Stewart.

The Foreperson is a working position that works independently or in conjunction with operational staff. Moreover, the successful candidate must be capable of operating equipment as well as engaging in extensive labor activities with operational staff.

This position requires:

- Promote and lead the safety culture at the District to all employees in accordance with District procedures and provincial legislation. The Foreperson must maintain consistent messaging to support the safety culture throughout all departments.
- Being a role-model of respectful and responsible communications for your team, and ensuring all decisions and actions comply with legislation, policies, and procedures.
- As directed by the Director and/or Manager the Foreperson would be responsible to organize, coordinate, deploy, oversee, document and report on department operations.
- Ensure the proper maintenance of municipal facilities, systems, infrastructure and equipment.
- Prepare oral and written schedules and sketches pertaining to required operational maintenance activities and infrastructure repairs.
- Fluent in Microsoft program applications such as Word, Excel, Outlook and Teams with the ability to create and maintain spreadsheets, reports, emails, and participate in online meetings.
- Understanding and ability to work within a budget.
- Excellent interpersonal and communication skills, ability to liaise with the public, be capable of sound judgement, and possesses a strong sense of initiative.
- Skills to guide effective crews and delegate tasks, build a positive work environment, develop strong and respectful interdepartmental staff relations while ensuring a high level of moral is maintained.
- Mentoring, coaching and assisting in training operational staff.
- Available for emergencies when needed.

Operational responsibilities include, but are not limited to:

- Co-ordination of road and sidewalk maintenance, snow removal, solid waste collection, operation of the District's water, sewer, and storm systems, including necessary inspections, parks, cemetery, and campground maintenance, as well as building and facilities operation and maintenance.
- Direct supervision and leadership to crew members as well as planning, scheduling, monitoring, and reporting on tasks/projects that have been assigned.
- Ensure operational staff performs required pre-trip inspections, routine maintenance and inspections; including but not limited to lubing and fueling;
- Ensure direct communication to Mechanic regarding equipment needs for scheduled operational activities.
- Conduct daily Safety Tail Gate meetings.
- Based on direction from management, the Foreperson will assist in developing and executing the annual operation and maintenance plans, as well as annual assessments for the following services:
 - Storm Drainage
 - Sanitary Sewer/ Sewer treatment and collection
 - Water Supply, Storage, Distribution and Treatment
 - Municipal Parks and Lands (including Municipal Cemetery and Campground)
 - Municipal Facilities and Structures
 - Municipal Fleet Vehicles and Equipment
 - Public Works Department Tools & Equipment
 - Culvert and ditch maintenance
 - Road, sidewalk maintenance
 - Snow and ice control
 - Public inquiries and requests
- Overseeing work conducted by contractors working in conjunction with District Operational Staff while providing advice and technical guidance to management regarding infrastructure.

Qualifications:

- Grade 12 or equivalent and any certification related to this position is preferred.
- Valid British Columbia Class 3 or higher Commercial Driver License is preferred.
- Experience as a Supervisor or Foreperson.
- Basic knowledge of water/wastewater operations.
- Experience operating equipment.
- Level 1 First Aid Certification preferred.
- Ability to use basic computer applications including email, web browsers and word/excel processing software.
- Ability to work weekends, evenings, and holidays.
- Ability to work independently, prioritize multiple tasks, exercise sound judgement; and
- Ability to communicate effectively orally and in writing.

APPLICATIONS:

Qualified candidates are invited to submit their detailed resume and cover letter in confidence to the District of Stewart to: Tarra Barker, CAO at 705 Brightwell Street, or via email to: cao@districtofstewart.com
When applying please quote Job Posting No. 2026-020