



May, 2017

INTERNAL / EXTERNAL POSTING EQUIPMENT – PERMANENT FULL TIME EQUIPMENT FOREMAN

Applications are now being accepted for the above position. The successful applicant will perform the duties of the Equipment Foreman at the City of North Battleford.

Duties and Responsibilities:

- Schedules work for all mechanics, approves vacations and monitors staff operation and maintenance of assigned equipment for adherence to departmental procedures and safety regulations.
- Maintains comprehensive records for each item of equipment with respect to down time, mechanical malfunctions and repairs necessary. Assembles reports on the suitability, reliability, availability and operating costs of various models of equipment.
- Liaises with external parties, if required for the repair and maintenance of machinery. Ensures that routine maintenance, such as greasing, is performed by staff according to schedules.
- Hires, trains, motivates, evaluates, disciplines and directs the work of division staff and other staff, initiates and coordinates with personnel office regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness
- Performs administrative duties such as keeping time sheets, maintaining daily equipment logs and submitting manufacturer warranties.
- Responsible for operation and maintenance of City equipment, equipment yard and equipment shop.
- Responsible for inventory control in relation to preventative maintenance and equipment parts and materials.
- Prepares and completes all work orders relating to equipment servicing/purchasing.
- Responsible for the purchase of materials to service/repair equipment.
- Assists Director of Infrastructure in decision making process with equipment replacement, retirement and acquisition as well as reporting on operational condition of existing equipment.
- Other duties as may be assigned.

Qualifications:

- Red Seal Journeyman Heavy Duty or Automotive Mechanic
- Diploma in Business Administration is an asset
- Valid, Class 5 and 1A driver's license and maintain clean records.
- Welding experience is an asset.
- Minimum 5 years' experience
- Supervisory experience is preferred.

Salary and Benefits:

Depending on experience and qualifications

Detailed resume or completed City employment application form, including references, to be submitted to: Department of Human Resources, City Hall, no later than 4:30PM, September 15th, 2017, 2017 Fax: (306)445-0411, Email: hr@cityofnb.ca

The City wishes to thank all applicants, however, only those selected for an interview will be contacted. Please note: Priority will be given to internal applicants.