

**TITLE: FOREMAN**

**#020B**

**SECTION:**

**REPORTS TO:** Section Supervisor or Delegate

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## **SUMMARY**

Under the general supervision of the Section Supervisor or delegate, assists, directs and monitors assigned work crews in the satisfactory completion of maintenance programs, renovations or construction projects.

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## **DUTIES**

1. Directs and monitors Charge Hands and/or work crews on assigned projects and may perform regular duties.
  2. Assists in planning, scheduling, estimating, cost control, and maintenance of records, reporting as required on assigned work in progress.
  3. Investigates and recommends action to resolve maintenance problems proposing changes to plans and schedules as required.
  4. Interprets drawings and work instructions to Charge Hands and employees as required.
  5. Ensures the quality of workmanship and safety of the work areas.
  6. May on occasion be required to perform other related duties as assigned.
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## **QUALIFICATIONS**

- Completion of Grade 12
  - Appropriate Section qualification
  - Extensive knowledge and/or experience with work procedures relating to the specific field
  - Leadership and/or supervision ability
  - Organizational skills
  - Must possess and maintain a valid and appropriate class driver's license
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1992.04.01 1996.01.19

*School District 68 (Nanaimo-Ladysmith)*