



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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3:00 PM, Special Meeting of Council, Wednesday, November 5th, 2025

AGENDA

This meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

- 1. ADOPT THE AGENDA**
- 2. GOVERNMENT**
G-1 Organization of Public Works
- 3. ADJOURNMENT**



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REPORT TO COUNCIL

Author: Marjorie Dobson CAO
Date: November 5, 2025

RE: Superintendent of Public Works Recruitment

BACKGROUND:

The vacant position for Superintendent of Public Works was advertised in August 2025, and three applicants were shortlisted for interviews. A consultant was brought in to support the recruitment process. The recruiting team comprised the CAO, Marjorie Dobson, Councillor Dennis Reindl, and consultant Bill Beamish.

A rigorous process was utilized in selecting the candidate that was most suitable for the position. A job offer was made to the candidate, and accepted, but subsequently withdrew, so the Village is back to square one.

The position of Superintendent of Public Works has been a topic of discussion by some stakeholders. One school of thought is that the person who holds the title must have a 'hands-on' approach / directly involved with daily operational activities instead of being an overseer with minimal direct involvement.

See Report from Consultant Bill Beamish

Respectfully submitted: Marjorie Dobson CAO

October 30, 2025

To: Mayor and Council, Village of Port Clements

Subject: Superintendent of Public Works and Working Foreman Positions

Recommendation:

- 1. That the Village of Port Clements maintain the position of Superintendent of Public Works as a VACANT position;**
- 2. That the Village of Port Clements establish a new position of Working Foreman with responsibilities for public works administration, operations and water and sewer activities.**
- 3. That the probation period for the Working Foreman Position be 6 months.**
- 4. That the Village of Port Clements review filling the vacant Superintendent position in December 2026 after completing an overall review of operational needs and experience with the Working Foreman Position**

Background:

The Village of Port Clements is a small rural community with a population under 400 people. It has a mayor and council, Chief Administrative Officer-Finance Officer-Corporate Officer, a Deputy Chief Administrative Officer, one Finance Clerk, a Superintendent of Public Works and 2 additional public works employees. Seasonal workers are also hired for some maintenance activities.

Given the size of the community it is critical that all employees be trained and capable of performing a variety of duties. This is perhaps most important in the Public Works Department where because of the limited staff everybody is expected to be knowledgeable and hands-on. The title of working foreman is intended to communicate the message that as a supervisor, the incumbent is also expected to be part of the team and to perform duties established by a job description.

The following definition of a working foreman is found on the internet:

“A working foreman is a skilled tradesperson who is also responsible for supervising a crew and managing day-to-day operations. They are the hands-on-leader, performing their trade while assigning tasks, ensuring quality and safety, and communicating between the crew and management....a working foreman is an active participant in the work being done.

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Key responsibilities include:

- **Hands-on-work**
- **Crew management**
- **Quality and safety**
- **Communications**
- **Resource management**
- **Supervision – doing the work alongside their team”**

Not all communities in BC have Superintendents of Public Works. Recently the District of Lantzville (population 3,874) retired its SPW position in favor of establishing a working foreman position with responsibility to supervise 3 positions and work in concert with a project manager under overall direction of the CAO. This WF position is also responsible for Level 2 water and sewer operations.

The attached draft job description has been developed to meet the requirements of this new position for the Village of Port Clements. This job description is based on the 2025 Lantzville Working Foreman Job Description with appropriate changes as needed.

Conclusion:

The position of Working Foreman will meet the needs of the Village of Port Clements. Subject to any additional changes made by Council, it is recommended that this new position be approved and the current SPW position be retired until it is demonstrated that it is needed.

Respectfully submitted,

Bill Beamish, Consultant

JOB DESCRIPTION

POSITION: Working Foreman

DEPARTMENT: Public Works

SUMMARY:

This regular full-time position, reports to the Chief Administrative Officer, or designate, and supervises public works employees plus seasonal contractors while carrying out day-to-day functions associated with Public Works.

The Working Foreman is also responsible to ensure staff are trained, familiar with WorkSafe Practices, and that they carry out their duties as per their job descriptions. The Working Foreman is skilled in all aspects of Public Works duties and participates in the overall Public Works operation and maintenance of roads, parks, trails, utilities, equipment, and facilities.

The Working Foreman is primarily responsible for the safe operations and maintenance of the municipal water and waste-water systems in compliance with permits.

DUTIES AND RESPONSIBILITIES:

Administrative

- Prepare work plans and schedules for Public Works Department
- Purchasing supplies and equipment for Public Works within budgetary limits and according to District of Lantzville purchasing and other policies
- Cost account coding for Public Works invoices
- Assist in preparation of annual Operating and Capital budgets and reconciling quarterly reports to council
- Prepare and submit a bi-weekly maintenance report and other relevant reports, as required to ensure that the CAO and council are informed of activities.
- Attend Council meetings, as requested
- Ensure that time sheets are accurate and kept up to date
- Assist in the planning and design of small Capital projects
- Provide advice to the Chief Administrative Officer, or designate, regarding vehicle and equipment, repairs or replacements
 - Conducts and documents annual condition and risk inspections of playgrounds, sidewalks, sports fields, bleachers, roads, ditches, water and waste-water facilities, and other municipal facilities

- Participates in the recruitment and hiring of public work employees and contractors

Working and/or Supervisory

- The Working Foreman will anticipate seasonal requirements for materials and equipment and prepare quarterly workplans for operational and maintenance projects
- Supervision of Public Works staff and seasonal contractors
- Ensure that WorkSafe BC Health & Safety rules, regulations and policies are followed
- Maintains all work areas and facilities in clean, organized and safe conditions.
- Maintenance, repair and disinfection of the water distribution system in accordance with the Drinking Water Protection Act and any other requirements; maintain and repair fire hydrants
- Maintenance and repair of the waste-water facility and distribution system including lift stations
- Maintenance and repair of streets/roads and parking lots
- Maintenance and repair of drainage collection systems
- Maintenance and repair of road infrastructure
- Installation and repair of road, parks and municipal signage
- Implement an annual ditching and brushing program
- General maintenance and repair of municipal buildings and structures
- General maintenance of parks, trails and open green-space areas •
- Maintenance of playground equipment and playing fields
- Operation of maintenance related to vehicles and equipment
- Ensure repair and maintenance of District vehicles and equipment as per manufacturer's recommended maintenance schedules
- Assist with and co-ordinate Capital works projects
- Conduct survey work not requiring a BCLS
- On-call duties as scheduled
- Assists the Chief Administrative Officer, or designate, in construction inspections
- Provides concise written reports for the Chief Administrative Officer or designate.

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- Performs other duties that may be assigned from time to time
 - Required to adhere to all WorkSafe BC regulations and any unsafe conditions are to be reported to the Chief Administrative Officer immediately.
 - All persons employed with the District of Lantzville will be required to assist the District in providing emergency services. Duties assigned during an emergency may be different from regular duties.
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EMPLOYER DOCUMENTS REQUIRED:

Performance appraisals will be performed Annually before December 15 for all staff reporting to the Working Foremen

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Chief Administrative Officer

Positions directly supervised by this position: Maintenance Technicians 1 and 2, and Labourer

REQUIRED EDUCATION, KNOWLEDGE, ABILITIES, SKILLS AND SUITABILITY:

ESSENTIAL:

Education:

- High-school diploma
- University Degree preferred
- Civil Technologist Registered with ASTTBC preferred

Experience:

- Minimum of three years' supervisory experience in local government Public Works OR an equivalent combination of education and experience.

Skills:

- Excellent interpersonal, public relations and verbal and written communication skills.
- Must possess a high level of communication skills, both orally and in written English
- Must be proficient in Microsoft Word, Excel and Power Point
- Strong multi-tasking and organizational skills and detail oriented.
- Proven leadership and people management skills
- Ability to work with others, to share information and to teach
- Must have excellent time-management skills, with an ability to prioritize responsibilities effectively
- Knowledge of project management and planning and the ability to prepare work plans

Abilities

- Must have the ability to maintain professional and effective relations with the public, even under adverse conditions or circumstances
- Must be physically and mentally capable of performing required duties
- Must be a self starter capable of working independently and as a member of a team
- Must be able to take direction from the Chief Administrative Officer

- Ability to adhere to a prescribed routine, yet be flexible to adjusting priorities dictated by changes in field conditions
- Ability to meet specified deadlines and work under minimal supervision
- Ability to work within the Annual Budget
- Ability to work with diverse groups of people and interests. • Ability to attend evening and/or weekend meetings and other special events, as required.
- Positive and optimistic outlook, self-motivated and goal oriented.
- Ability to communicate, both verbally and in writing, tactfully, respectfully and effectively with other staff, management, elected officials and the general public.
- Ability to establish and maintain effective working relationships with internal and external contacts.
- Ability to determine priorities, plan job tasks and organize work area.

Licences/Certificates:

- Valid BC Class 5 Driver's Licence and an acceptable driver's abstract
- BC WWA/EOCP Small Water System Operator Certification
- BC WWA Certification for wastewater treatment and distribution
- Chlorine Handling Certificate
- Level I First Aid Certificate
- Accredited or eligible for accreditation with ASTT BC
- Pass and maintain Criminal Record clearance

Costs for training and maintenance of required certification will be reimbursed by the Village of Port Clements on successful completion of a required program

Probation Period:

- The initial probation period for this position will be 6 months from date of hire. The probation period may be extended a further period up to 6 months as determined by the CAO.
- For internal candidates the initial probation period will be 3 months which may be extended by the CAO.

JOB DESCRIPTION APPROVAL AND DESIGNATION

Signature

Chief Administrative Officer: Effective Date: , 2025

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