Utilities Assistant Foreperson

Date: November 17, 2026
Status: Permanent Full-Time
Location: City of Weyburn – Public Works Department
Job Order # 6348411

JOB SUMMARY

Reporting to the Utilities Manager, the Assistant Foreperson is a working supervisor responsible for coordinating and performing the safe and efficient installation, repair and maintenance of below ground city infrastructure.

SUMMARY OF RESPONSIBILITIES

Operations

- Collaborates with the Manager to assign tasks, and equipment on a daily, weekly, and monthly basis aligning with corporate priorities and approved budgets to maximize City resources effectively and safely;
- Supervises, trains, and participates in the work of staff involved in the repair and maintenance of underground water, sewer, and storm lines. Lead the crew maintaining lift stations, hydrants, valves and house connections.
- Operates a vehicle for transport of crew, materials, equipment and towed equipment to job site, including operation of vac truck;
- Skilled in using various hand tools and power equipment such as picks, jackhammer, cement mixes, cement saw, tapping tool, CCTV camera unit, chainsaw, rock saw and valve exerciser;
- Maintains accurate daily work records; assists with procurement of materials and equipment for repairs;
- Ensures that all equipment, tools and apparatus are well-maintained and in proper working order;
- Supports the daily operation of lift stations and sewer infrastructure;
- Performs other duties as required.

Safety

- Ensures adherence to schedules, procedures and established performance safety standards are met;
- Oversees independent contractors to verify safe, compliant, and efficient operations.

Leadership

- Directs crew members, demonstrating safe work practices as needed, monitoring progress and reporting feedback to Manager;
- Communicates professionally when addressing requests, complaints or providing information to the public, subordinate staff, outside agencies or other stakeholders.

SUPERVISORY MANAGEMENT

The Foreperson – Utilities is responsible for directing and overseeing the work of Public Works employees. The Foreperson reports any disciplinary, performance, or attendance concerns to the Utilities Manager for resolution.

JOB REQUIREMENTS

EDUCATION

- Certificates in H2S, Standard First Aid and CPR, SCOT Training with WHMIS, Confined Space Entry and Rescue, Fall Arrest, Respiratory Protection and Ground Disturbance, Traffic Accommodation, Urban Work Zone, Flag Person and Ground Disturbance required.
- Certification in Water Distribution II, Wastewater Treatment II and Wastewater Collection II (required within one year of employment); Certification in Fire Hydrant and Valve Maintenance is also required.
- Leadership for Safety Excellence and Supervision & Safety training required
- Proficiency in Leak Detection Equipment and Sewer Camera Equipment.
- PME training required (mandatory module at minimum).
- Possession and maintenance of a valid Class 5 licence required.
- Valid Class 3A licence required within one year of employment.

EXPERIENCE

- Three (3) to five (5) years progressive experience in municipal operations with a focus on utilities considered an asset.
- One (1) to three (3) years of progressive supervisory experience, demonstrating effective team leadership, scheduling, and direction of crews while ensuring adherence to policies and procedures.

Additional Information:

- **Job Status** – Permanent – Full Time
- **Positions Available**: 1
- **Classification** – Unionized, CUPE Local 90
- **Starting Wage** – Starting at $31.11 per hour
- **Application Deadline** – Internal and external candidates may apply. Internal posting period ends November 24, 2026. If no suitable candidate is found, the competition will remain open until the position is filled.

To Apply:

Please submit your resumes and cover letters directly to **Blaine Roth, Utilities Manager** at careers@weyburn.ca The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.