



**WESTBANK
FIRST NATION**

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Landscape Foreman
MINIMUM SALARY: Commensurate with experience
DEPARTMENT: Development Services
TERM: Full Time

POSITION SUMMARY: The Landscape Foreman is responsible for overseeing and directing all on-site aspects of landscape construction projects and grounds maintenance contracts. This is a working Foreman position and the individual will be required to operate a variety of tools and equipment to carry out specified job tasks along with managing a crew of up to 5 (five) at any given time.

DUTIES AND RESPONSIBILITIES:

- Maintains a strong sense of initiative; has excellent interpersonal, communication, and judgement skills for dealing with issues and delegating tasks to appropriate staff
- Facilitates, implements, and supervises all phases of installation and construction
- Works jointly with project managers; formulates scheduling to ensure installation needs and requirements are supplied and quality standards are maintained
- Maintains daily logs consisting of owner acceptance of activities, site conditions, and quality control requirements
- Inspects Westbank First Nation sites to ensure grounds maintenance and contract requirements are being met
- Ensures work is in accordance with safe work procedures as required by the Federal Occupational Health and Safety Regulations
- Follows policy, participates in leading tailgate meetings, conducts hazard assessments, and completes Job Safety Assessments ensuring accurate records are maintained
- Ensures safety of construction sites is maintained
- Conducts new employee field orientations as it pertains to landscaping maintenance and construction
- Trains supporting staff members in equipment operation and safety procedures; provides insight into department policies
- Assists in the oversight of Westbank First Nation's irrigation systems
- Oversees and monitors the work performance of hired contractors for both capital and maintenance contracts; reports contractor performance and quality control measures to the Superintendent of Public Works
- Maintains asset inventories, including monitoring life cycle of equipment
- Works in collaboration with the Public Works Supervisor and Landscape Parks Supervisor in developing annual maintenance, improvement plans, staffing needs, and budgets
- Develops relationships and community enhancement opportunities within departments and the community
- Collaborates with supervisors to investigate and helps resolve public complaints as required
- Directs appropriate landscape industry best practices pertaining to all aspects of landscape construction and maintenance including turf management, pruning, irrigation, planting, pesticides, and fertilizer procedures
- Participates in the implementation of the principals of risk management, as incorporated into all of the operations of Westbank First Nation
- Purchases department supplies as required under the Westbank First Nation Purchasing Policy
- Adheres to Westbank First Nation Safety and Federal Occupational Health and Safety standards, ensuring enforcement amongst staff and sub-contractors
- Performs other related duties and responsibilities as required within the Development Services Department and in accordance with the Westbank First Nation Strategic Plan and Westbank First Nation laws, policies, standards, and procedures, and as directed by the Superintendent of Public Works
- Maintains strict confidentiality on all matters relating to the affairs of Westbank First Nation

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Grade 12 or equivalent is required
- Horticulture Technology Diploma
- CLT designation, CIT Level 1
- Occupational First Aid Level II certification is preferred
- Completion of Occupational Health and Safety training related to this position
- Pesticide Applicator Certification and Landscape IPM is preferred

- Class 3 driver's license or heavy trailer endorsement
- Valid driver's license and an acceptable drivers abstract are to be submitted annually
- Minimum 3 years of landscape construction and landscape maintenance experience is required
- Minimum 1 year supervisory experience with a crew of 5 or more is required
- Knowledge of current horticulture techniques and experience in proper tree pruning, plant pathology, and turf management
- Knowledge and skills in leading all aspects of construction landscape projects
- Knowledge and skills in providing methods of field training within construction methods, tools, safety practices, and policies
- Knowledge and skills in operating various tools and equipment such as mini excavator, skid steer, tractor, chainsaw, and turf maintenance equipment
- Knowledge and skills in setting up, maintaining, and scheduling irrigation systems
- Knowledge of Occupational Health and Safety standards
- Knowledge of costs and uses of construction materials in landscape design
- Demonstrates good physical condition with sufficient strength and stamina to perform heavy manual work outside and in all weather conditions
- Excellent written and verbal communication skills
- Good organizational skills with the ability to plan and prioritize effectively
- Ability to work independently and as part of a team; ability to motivate and direct staff
- Ability to courteously deal with the public and co-workers under stressful conditions and/or strict timelines
- Practical knowledge and experience in computer systems including Microsoft Office programs
- Ability to manage several tasks and deadlines concurrently
- Ability to work flexible hours, including standby and emergency call outs

A competitive salary and benefits package is offered. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#). This position will remain **open until filled**. **Please reference #17-13 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete submissions will not be accepted

Recruitment/Training & Development Coordinator
Westbank First Nation
301-515 Hwy 97 South, Kelowna, BC V1Z 3J2
Fax: (250) 769-4377
Email: careers@wfn.ca