

COMMUNITY **W**ORKS
FOREMAN
OCCUPATIONAL ANALYSIS

FOR THE NORTHWEST TERRITORIES, CANADA



**Northwest
Territories** Education, Culture and Employment



**Northwest
Territories** Municipal and Community Affairs

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INTRODUCTION

The Department of Education, Culture and Employment (Government of the Northwest Territories) encourages the pursuit of excellence by developing occupational analyses and occupational standards in co-operation with government and industry partners. This occupational analysis was developed in conjunction with the Department of Municipal and Community Affairs (MACA) and partners at the community level.

As a result of self-government, and community strategic planning and empowerment initiatives, community administrations have greater responsibility for a broadening range of public programs and services. To assist community governments with these additional tasks, improved access to training opportunities is required. The development of occupational analyses, occupational standards, and performance evaluations plays an important role by identifying training needs and by recognizing those who are competent in their chosen occupations.

The School of Community Government (SCG) in MACA co-ordinates the development and delivery of training to community governments. Its goal is to improve systems, supports and resources for community government staff so that growth and development can be maximized. This occupational analysis is one of many documents that the SCG uses to achieve this goal.

Occupational analyses outline the knowledge, skills and attitudes a person must have to be considered competent in an occupation. They are developed by those with expertise in the occupation. Relevant training and assessment tools can be developed on the basis of an occupational analysis.

Occupational analyses benefit four important stakeholder groups. They assist:

- **employers and industry associations** by:
 - identifying training needs
 - identifying the competencies required to successfully perform in the occupation
 - providing the basis for development of job descriptions and performance evaluations
 - assisting with staff recruitment by defining areas of required proficiency
- **employees** by:
 - providing a basis for self-assessment
 - identifying career path and skill transfer opportunities within the occupation and the industry
 - identifying training needs
 - enhancing public and professional image
- **educators/trainers** by:
 - providing a guide for relevant curriculum and program development
 - identifying learning modules for specific skills
- **learners/trainees** by:
 - providing detailed information about the requirements of an occupation
 - identifying training required to meet career goals
 - providing a basis for self-assessment

HOW OCCUPATIONAL ANALYSES ARE USED

An occupational analysis is composed of three sections:

1. Major Category:
 - identifies a general activity within an occupation
 - in the following example, the major category is **1. COMMUNITY WORKS MANAGEMENT**
2. Skill:
 - identifies a general skill within the general activity
 - in the following example, the skill is **A. Monitor Conditions**
3. Subskill:
 - identifies a specific activity or task required of an individual in this job
 - in the following example, there are two subskills:
 - 1.A.1 Monitor condition of water and sanitation systems; and
 - 1.A.2 Monitor condition of roads, walkways, bridges and drainage systems

Major Category	Skill	Subskill	
1. COMMUNITY WORKS MANAGEMENT	A. Monitor Conditions	1.A.1 Monitor condition of water and sanitation systems	1.A.2 Monitor condition of roads, walkways, bridges and drainage systems

Each subskill has four small boxes beneath it. These boxes can be used to record:

- a performance evaluation, by supervisors during on-the-job training or by educators at a learning facility, or
- a self-assessment, by learners, trainees and employees.

These boxes can provide an ongoing snapshot of an individual's performance over time. There are many ways to rate performance. The following is one example:

Sample Rating Scale

1. individual can perform parts of this skill satisfactorily but requires frequent assistance and/or supervision to perform the entire skill
2. individual can perform this skill but requires periodic assistance and/or supervision
3. individual can perform this skill satisfactorily without assistance or supervision
4. individual can perform this skill satisfactorily and can lead others in performing it

JOB DEFINITION

A community works foreman is a team leader who ensures the maintenance of infrastructure to established standards within municipal boundaries and within budget.

The occupation of community works foreman is also known by the following titles:

- community works manager
- community works superintendent
- community works supervisor
- public works foreman
- works foreman

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COMMUNITY **W**ORKS **F**OREMAN
OCCUPATIONAL ANALYSIS

FOR THE NORTHWEST TERRITORIES, CANADA

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill					
1. COMMUNITY WORKS MANAGEMENT	A. Monitor Conditions	1.A.1 Monitor condition of water and sanitation systems	1.A.2 Monitor condition of roads, walkways, bridges and drainage systems	1.A.3 Monitor condition of mobile and stationary equipment	1.A.4 Monitor fire protection systems and equipment	1.A.5 Monitor condition of public buildings	1.A.6 Practice energy conservation
	B. Manage Mobile and Stationary Equipment	1.B.1 Possess working knowledge of mobile and stationary equipment	1.B.2 Ensure that preventative maintenance is performed on mobile and stationary equipment	1.B.3 Ensure that repairs are done on mobile and stationary equipment	1.B.4 Ensure safe operation of mobile and stationary equipment	1.B.5 Maintain equipment standards and specifications	
	C. Manage Water and Sanitation Systems	1.C.1 Ensure adherence to applicable legislation	1.C.2 Ensure proper record keeping	1.C.3 Accommodate regulators	1.C.4 Ensure proper operation of water distribution systems	1.C.5 Ensure that proper wastewater procedures are followed	1.C.6 Ensure that sewage lagoon system is functioning properly
	1.C.7 Ensure proper operation of solid waste systems						

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill					
1. COMMUNITY WORKS MANAGEMENT cont'd	D. Manage Maintenance and Repairs to Public Buildings	1.D.1 Possess working knowledge of building systems	1.D.2 Co-ordinate maintenance and repairs to plumbing systems	1.D.3 Co-ordinate maintenance and repairs to fire protection systems and equipment	1.D.4 Co-ordinate maintenance and repairs to structural systems	1.D.5 Co-ordinate maintenance and repairs to electrical systems	1.D.6 Co-ordinate maintenance and repairs to small equipment, pumps and motors
		1.D.7 Co-ordinate maintenance and repairs to standby generators	1.D.8 Co-ordinate maintenance and repairs to heating, ventilation, air conditioning and refrigeration systems	1.D.9 Supervise landscaping and grounds maintenance			
		1.E.1 Co-ordinate maintenance of recreation areas	1.E.2 Co-ordinate cemetery maintenance	1.E.3 Co-ordinate maintenance of docks and wharves			
E. Maintain Public Areas	F. Manage Municipal Roads	1.F.1 Possess working knowledge of road construction and maintenance	1.F.2 Co-ordinate road/highway maintenance programs	1.F.3 Co-ordinate maintenance of road signs	1.F.4 Monitor quarries and granular supply	1.F.5 Possess knowledge of load restrictions for municipal roads	1.F.6 Co-ordinate dust suppression programs

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill																	
1. COMMUNITY WORKS MANAGEMENT cont'd	F. Manage Municipal Roads cont'd	1.F.7 Supervise and monitor drainage systems	1.F.8 Co-ordinate construction and maintenance of snow/ice roads and bridges																
	G. Maintain Municipal Airports	1.G.1 Obtain certification as required	1.G.2 Manage contracts as required																
	H. Possess Knowledge of Tank Farms	1.H.1 Understand tank farms	1.H.2 Possess knowledge of product supply methods	1.H.3 Understand fire suppression requirements															
	I. Assist With Protective Services	1.I.1 Assist with animal control	1.I.2 Assist with fire protection activities	1.I.3 Assist with emergency measures planning and organization															

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill					
2. SAFETY	A. Practice Workplace Health and Safety	2.A.1 Adhere to occupational health and safety regulations	2.A.2 Possess knowledge of spill response guidelines and procedures	2.A.3 Identify workplace hazards	2.A.4 Meet Transportation of Dangerous Goods guidelines	2.A.5 Maintain cardio-pulmonary resuscitation and first aid certifications	2.A.6 Meet Workplace Hazardous Materials Information System (WHMIS) guidelines
		2.A.7 Maintain minimum housekeeping standards					
3. ADMINISTRATION	A. Conduct Planning	3.A.1 Provide assistance and advice for community planning	3.A.2 Provide assistance and advice for business planning	3.A.3 Provide assistance and advice for preparation of capital plan	3.A.4 Assist with implementation of capital plans	3.A.5 Provide assistance and advice for capital works projects	3.A.6 Prepare plans for short-term works projects
		3.A.7 Set objectives	3.A.8 Track and analyze historical data				

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill										
3. ADMINISTRATION cont'd	B. Participate in Risk Management Planning	3.B.1 Assess risk	3.B.2 Manage risk	3.B.3 Be aware of required insurance coverage for community assets	3.B.4 Implement loss control system	3.B.5 Address liability issues						
	C. Manage Budgets	3.C.1 Draft operation and maintenance budgets	3.C.2 Assist with grant applications and proposals	3.C.3 Draft submissions for applicable capital expenditures	3.C.4 Monitor and control costs	3.C.5 Perform cost- benefit analysis	3.C.6 Recommend budget revisions					
	D. Provide Information Management	3.D.1 Maintain daily data and reports	3.D.2 Track data using computer software applications	3.D.3 Analyze daily report data	3.D.4 Generate activity reports for senior administrative officer/first nation administrator							
	E. Maintain Inventory	3.E.1 Maintain purchase-order system	3.E.2 Maintain capital asset inventory	3.E.3 Maintain stock inventory	3.E.4 Plan annual inventory restocking through available transport							

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill					
3. ADMINISTRATION cont'd	F. Schedule Work	3.F.1 Develop work plans, strategies and contingencies	3.F.2 Follow work plans	3.F.3 Establish preventative maintenance schedules	3.F.4 Organize tasks	3.F.5 Co-ordinate staff and contractors	3.F.6 Monitor results
		3.F.7 Evaluate results					
	G. Manage Contracts	3.G.1 Participate in all work projects	3.G.2 Assist with preparation and advertising of tender documents	3.G.3 Review tender bids	3.G.4 Recommend tender awards	3.G.5 Supervise contractors	3.G.6 Evaluate contractor's performance
		3.G.7 Terminate contracts					

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill										
4. TECHNICAL SKILLS	A. Practice Technical Skills	4.A.1 Use survey equipment	4.A.2 Read building specifications, blueprints and as-builts	4.A.3 Read technical documents	4.A.4 Draft technical documents	4.A.5 Possess working knowledge of operation and maintenance of heavy equipment	4.A.6 Possess working knowledge of pumps, valves, motors and gauges					
	4.A.7 Possess working knowledge of operation and maintenance of air/hydraulic and power tools	4.A.8 Use mobile radio equipment										
5. HUMAN RESOURCE MANAGEMENT	B. Possess Computer Skills	4.B.1 Use word processing software programs	4.B.2 Use spreadsheet software programs	4.B.3 Use database software programs	4.B.4 Use e-mail and Internet							
A. Hire Staff	5.A.1 Assist with developing human resource plans	5.A.2 Assist with developing job descriptions	5.A.3 Assist with staff recruitment	5.A.4 Participate in applicant interviews	5.A.5 Assist with selection of staff							

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill					
5. HUMAN RESOURCE MANAGEMENT cont'd	B. Supervise Staff	5.B.1 Provide staff leadership and motivation	5.B.2 Conduct staff meetings	5.B.3 Provide staff orientations	5.B.4 Delegate tasks	5.B.5 Ensure that tasks are completed	5.B.6 Monitor staff performance
	C. Develop Staff	5.B.7 Be aware of drug and alcohol issues	5.B.8 Conduct performance reviews	5.B.9 Recommend disciplinary actions	5.B.10 Recommend staff promotions and terminations		
		5.C.1 Develop skills and competencies	5.C.2 Identify training needs	5.C.3 Provide training and development opportunities	5.C.4 Conduct training sessions and workshops		
D. Administer Personnel Policies	5.D.1 Apply personnel policies and procedures	5.D.2 Comply with collective agreements	5.D.3 Participate in grievance process				

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill											
6. COMMUNICATION	A. Use Effective Communication	6.A.1 Read and comprehend business documents	6.A.2 Write clearly and concisely	6.A.3 Practice listening skills	6.A.4 Speak effectively	6.A.5 Make presentations							
7. PROFESSIONALISM	A. Demonstrate Professional Behaviour	7.A.1 Be dependable	7.A.2 Be accountable	7.A.3 Be flexible and adaptable	7.A.4 Be organized	7.A.5 Employ analytical skills	7.A.6 Take pride in work						
		7.A.7 Maintain personal appearance	7.A.8 Follow established reporting relationships	7.A.9 Separate personal and professional life	7.A.10 Maintain positive attitude	7.A.11 Demonstrate self-awareness	7.A.12 Be fair, equitable and consistent						
		7.A.13 Co-operate with others	7.A.14 Be compassionate	7.A.15 Be accessible	7.A.16 Pursue personal and professional development								

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill																						
7. PROFESSIONALISM cont'd	B. Possess Cultural and Political Knowledge	7.B.1 Practice cross-cultural skills	7.B.2 Be familiar with political situations	7.B.3 Use traditional knowledge	7.B.4 Possess knowledge of community																			
	C. Demonstrate Leadership Skills	7.C.1 Demonstrate awareness of relevant trends and decisions	7.C.2 Be positive role model	7.C.3 Apply innovative thinking	7.C.4 Seek professional and technical advice	7.C.5 Be assertive	7.C.6 Include others in decision-making process																	
		7.C.7 Provide guidance	7.C.8 Persevere																					
	D. Maintain Public Relations	7.D.1 Practice good customer service	7.D.2 Maintain positive client relationships	7.D.3 Assist with community events	7.D.4 Liaise with community organizations and agencies																			

Community Works Foreman Occupational Analysis Chart

Major Category	Skill	Subskill																
8. LEGISLATION	A. Comply with Policies and Regulations	8.A.1 Comply with federal acts and regulations	8.A.2 Comply with territorial acts and regulations	8.A.3 Comply with municipal acts and regulations	8.A.4 Comply with council resolutions and policies													

MAJOR CATEGORY 1 – COMMUNITY WORKS MANAGEMENT

Skill A – Monitor Conditions

<u>Subskill</u>	<u>Subskill Support</u>
1.A.1 Monitor condition of water and sanitation systems	1.A.1.1 communicate daily with: <ul style="list-style-type: none"> • water treatment plant operator (WTPO) • sanitation staff • sewage/water truck drivers
	1.A.1.2 perform visual on-site checks
1.A.2 Monitor condition of roads, walkways, bridges and drainage systems	1.A.2.1 perform visual checks of bridges: <ul style="list-style-type: none"> • check: <ul style="list-style-type: none"> – approaches – side rails – under bridge for noticeable structural deficiencies – surface conditions
	1.A.2.2 check culverts: <ul style="list-style-type: none"> • make sure that ends and catch basins are cleared in spring
	1.A.2.3 check all roads for: <ul style="list-style-type: none"> • smoothness • traction • proper conditions • necessary repairs
	1.A.2.4 check walkways for: <ul style="list-style-type: none"> • access • necessary repairs
1.A.3 Monitor condition of mobile and stationary equipment	1.A.3.1 check operational condition of: <ul style="list-style-type: none"> • heavy equipment • shop equipment • generators
	1.A.3.2 plan for replacement and repairs
	1.A.3.3 ensure that preventative maintenance is performed as required
1.A.4 Monitor fire protection systems and equipment	1.A.4.1 ensure that fire truck is test driven regularly
	1.A.4.2 check water levels in pumper truck
	1.A.4.3 check and charge truck batteries
	1.A.4.4 run pump on fire truck to test for deficiencies
	1.A.4.5 check that fire hall has heat
	1.A.4.6 ensure that community fire alerting systems are operational
	1.A.4.7 have fire protection systems and equipment repaired and/or replaced when necessary

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Expanded Occupational Analysis

1.A.5	Monitor condition of public buildings	1.A.5.1	check for break-ins or vandalism
		1.A.5.2	ensure that fire extinguishers are charged
		1.A.5.3	ensure that emergency exits are accessible and not blocked
		1.A.5.4	check: <ul style="list-style-type: none">• heat and smoke detectors• glycol levels in boilers• pressure of boilers• doors to see that they are secure• garage doors to be sure that they are in good working order• lighting conditions:<ul style="list-style-type: none">– exterior– interior– emergency• temperature levels in building• fire panel
1.A.6	Practice energy conservation	1.A.6.1	possess knowledge of energy saving devices and equipment
		1.A.6.2	understand structural systems

Skill B – Manage Mobile and Stationary Equipment

Subskill

Subskill Support

1.B.1	Possess working knowledge of mobile and stationary equipment	1.B.1.1	possess knowledge of types of mobile equipment, including: <ul style="list-style-type: none">• cats• loaders• graders• trucks• snow removal equipment
		1.B.1.2	possess knowledge of stationary equipment, including: <ul style="list-style-type: none">• generators• compressors• fire pumps• power tools• small engines

1.B.2	Ensure that preventative maintenance is performed on mobile and stationary equipment	1.B.2.1	perform condition checks on: <ul style="list-style-type: none"> • fluids • belts • lubrication • air filters • lighting and charging systems • brakes: <ul style="list-style-type: none"> - air - hydraulic
1.B.3	Ensure that repairs are done on mobile and stationary equipment	1.B.3.1	ensure that: <ul style="list-style-type: none"> • mobile equipment is repaired as per specifications • stationary equipment is repaired as per specifications
1.B.4	Ensure safe operation of mobile and stationary equipment	1.B.4.1 1.B.4.2	operate as per operators' manuals ensure proper training
1.B.5	Maintain equipment standards and specifications	1.B.5.1 1.B.5.2 1.B.5.3	refer to service manuals for each piece of equipment refer to parts' manuals meet operating standards

Skill C – Manage Water and Sanitation Systems

Subskill

Subskill Support

1.C.1	Ensure adherence to applicable legislation	1.C.1.1 1.C.1.2 1.C.1.3 1.C.1.4	adhere to water quality standards adhere to public water supply regulations adhere to water licensing procedures and requirements ensure that staff are qualified
1.C.2	Ensure proper record keeping	1.C.2.1 1.C.2.2 1.C.2.3	record water quality test results maintain daily logs maintain maintenance logs
1.C.3	Accommodate regulators	1.C.3.1 1.C.3.2 1.C.3.3	assist where necessary ensure that regulators have complete access to facilities provide information
1.C.4	Ensure proper operation of water distribution systems	1.C.4.1 1.C.4.2 1.C.4.3	review daily delivery logs follow delivery schedules and update as required ensure that all metering systems are operating accurately

COMMUNITY WORKS FOREMAN

Expanded Occupational Analysis

1.C.5	Ensure that proper wastewater procedures are followed	1.C.5.1	review daily delivery logs
		1.C.5.2	follow pump-out schedules and update as required
		1.C.5.3	ensure that all metering systems are operating accurately
1.C.6	Ensure that sewage lagoon system is functioning properly	1.C.6.1	ensure proper wastewater levels
		1.C.6.2	test regularly for proper sewage breakdown
1.C.7	ensure proper operation of solid waste systems	1.C.7.1	review daily logs
		1.C.7.2	follow pick-up schedules and update as required
		1.C.7.3	identify locations for various solid waste: <ul style="list-style-type: none">• hazardous materials• fuels• household garbage

Skill D – Manage Maintenance and Repairs to Public Buildings

Subskill

Subskill Support

1.D.1	Possess working knowledge of building systems	1.D.1.1	possess working knowledge of building components, including: <ul style="list-style-type: none">• foundations• roofing• insulation• structures• windows, doors and doorframes
		1.D.1.2	possess knowledge of: <ul style="list-style-type: none">• building standards• building codes• building specifications• maintenance and operation manuals
		1.D.1.3	update maintenance and operation manuals as changes occur

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Expanded Occupational Analysis

1.D.2	Co-ordinate maintenance and repairs to plumbing systems	1.D.2.1	understand: <ul style="list-style-type: none"> • water distribution system • waste collection system
		1.D.2.2	possess knowledge of how to complete maintenance and repairs
		1.D.2.3	have plumbing system visually checked on regular basis for deficiencies
		1.D.2.4	seek professional assistance when necessary
1.D.3	Co-ordinate maintenance and repairs to fire protection systems and equipment	1.D.3.1	understand: <ul style="list-style-type: none"> • fire protection systems and equipment • connection between fire protection systems, and between heating, ventilating and air conditioning (HVAC) systems
		1.D.3.2	have fire protection systems inspected annually by professional inspector
		1.D.3.3	have systems and equipment repaired and/or replaced when necessary
1.D.4	Co-ordinate maintenance and repairs to structural systems	1.D.4.1	understand structural systems
		1.D.4.2	perform visual checks of structural condition
		1.D.4.3	co-ordinate repairs to structural systems
		1.D.4.4	seek professional assistance when necessary
1.D.5	Co-ordinate maintenance and repairs to electrical systems	1.D.5.1	understand safety aspects of electrical systems
		1.D.5.2	possess knowledge of electrical panel
		1.D.5.3	perform daily checks on lighting system
		1.D.5.4	perform visual checks of electrical system for noticeable deficiencies
		1.D.5.5	have electrical system inspected annually by professional inspector
		1.D.5.6	know when to call on certified electrician
1.D.6	Co-ordinate maintenance and repairs to small equipment, pumps and motors	1.D.6.1	possess knowledge of mechanical operation of small equipment, pumps and motors
		1.D.6.2	perform visual checks of equipments' condition

COMMUNITY WORKS FOREMAN

Expanded Occupational Analysis

1.D.7	Co-ordinate maintenance and repairs to standby generators	1.D.7.1	possess knowledge of mechanical operation of generators
		1.D.7.2	perform tests on stationary generators
		1.D.7.3	perform visual checks of equipments' condition
1.D.8	Co-ordinate maintenance and repairs to heating, ventilation, air conditioning and refrigeration systems	1.D.8.1	possess knowledge of HVAC and refrigeration systems and equipment
		1.D.8.2	perform condition checks for proper operation
		1.D.8.3	have HVAC and refrigeration systems repaired and/or replaced when necessary
		1.D.8.4	seek professional assistance when necessary
1.D.9	Supervise landscaping and grounds maintenance	1.D.9.1	ensure: <ul style="list-style-type: none">• clear access to all buildings• proper drainage around all buildings• that vegetation is cleared from perimeter of buildings

Skill E – Maintain Public Areas

Subskill

Subskill Support

1.E.1	Co-ordinate maintenance of recreation areas	1.E.1.1	assist community recreation staff in completion of maintenance projects as required
1.E.2	Co-ordinate cemetery maintenance	1.E.2.1	ensure that: <ul style="list-style-type: none">• cemetery is kept clean• fences are maintained• vegetation is controlled• walking paths are maintained
		1.E.2.2	maintain grave markers
1.E.3	Co-ordinate maintenance of docks and wharves	1.E.3.1	ensure that docks and wharves are accessible
		1.E.3.2	monitor condition of docks and wharves
		1.E.3.3	repair as necessary

Skill F – Manage Municipal Roads

Subskill

Subskill Support

1.F.1	Possess working knowledge of road construction and maintenance	1.F.1.1	possess knowledge of: <ul style="list-style-type: none"> • relevant bylaws • street light operation and regulations
		1.F.1.2	possess working knowledge of road construction and maintenance, including: <ul style="list-style-type: none"> • topping of roads • grading procedures • slopes • erosion control • moisture control • crowning • density • road materials (e.g., gravel, asphalt, chip seal) • packing and compaction • drainage • ditches and culverts • snow plowing and removal • road repairs • signs
1.F.2	Co-ordinate road/highway maintenance programs	1.F.2.1	inspect roads for required maintenance and repairs
		1.F.2.2	schedule road maintenance and repairs, including: <ul style="list-style-type: none"> • pot holes • base failures
		1.F.2.3	ensure that: <ul style="list-style-type: none"> • roads are maintained and repaired to specifications • snow plowing and snow removal is conducted when necessary • roads are accessible • street lights are maintained • roads drain properly • ditches are maintained
		1.F.2.4	oversee construction of new access ways
		1.F.2.5	conduct density tests
		1.F.2.6	seek professional assistance when necessary

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1.F.3	Co-ordinate maintenance of road signs	1.F.3.1	possess knowledge of: <ul style="list-style-type: none">• different road signs• applicable bylaws• legislated requirements for road signs
		1.F.3.2	ensure that: <ul style="list-style-type: none">• road signs are maintained to standard, e.g., uniform traffic control devices for Canada• broken road signs are repaired or replaced
1.F.4	Monitor quarries and granular supply	1.F.4.1	ensure: <ul style="list-style-type: none">• that quarries are maintained in safe manner• proper use of quarries• appropriate levels of granular supply
1.F.5	Possess knowledge of load restrictions for municipal roads	1.F.5.1	possess knowledge of vehicle weights
1.F.6	Co-ordinate dust suppression programs	1.F.6.1	possess knowledge of: <ul style="list-style-type: none">• various types of dust suppression, including:<ul style="list-style-type: none">- calcium- water• safety procedures
		1.F.6.2	ensure that: <ul style="list-style-type: none">• dust suppression materials are properly mixed• dust suppression materials are applied properly• weather conditions are appropriate for applying dust suppression materials, e.g., no wind

1.F.7	Supervise and monitor drainage systems	1.F.7.1	oversee installation of culverts: <ul style="list-style-type: none"> • ensure that base is compacted • tamp base • ensure that base is secure • check that culvert is installed properly
		1.F.7.2	ensure that culverts are cleaned
		1.F.7.3	steam line culverts
		1.F.7.4	thaw out culverts
		1.F.7.5	cap culverts
		1.F.7.6	check slope for culverts
		1.F.7.7	map culverts
		1.F.7.8	establish benchmarks for finding culverts
		1.F.7.9	ensure that catch basins have been cleaned
		1.F.7.10	monitor erosion control materials, for example: <ul style="list-style-type: none"> • rip-rap • ditch blocks
1.F.8	Co-ordinate construction and maintenance of snow/ice roads and bridges	1.F.8.1	possess knowledge of construction and maintenance of snow/ice roads
		1.F.8.2	assist where required
		1.F.8.3	seek professional assistance when necessary

Skill G – Maintain Municipal Airports

Subskill

Subskill Support

1.G.1	Obtain certification as required	1.G.1.1	take Community Airport Management course through Aurora College
1.G.2	Manage contracts as required	1.G.2.1	manage, for example: <ul style="list-style-type: none"> • Winter Maintenance Plan • Wildlife Management Plan • Operation Service Contract

Skill H – Possess Knowledge of Tank Farms

<u>Subskill</u>		<u>Subskill Support</u>	
1.H.1	Understand tank farms	1.H.1.1	possess knowledge of: <ul style="list-style-type: none"> • different types of tank farms • burms • how to isolate tank farms • spill control • valves • control systems • inspection procedures
1.H.2	Possess knowledge of product supply methods	1.H.2.1	understand: <ul style="list-style-type: none"> • trucked • piped • barged
1.H.3	Understand fire suppression requirements	1.H.3.1	possess knowledge of fire suppression systems as required

Skill I – Assist With Protective Services

<u>Subskill</u>		<u>Subskill Support</u>	
1.I.1	Assist with animal control	1.I.1.1	assist with disposal of dogs and other animals
		1.I.1.2	ensure that animals are disposed of in appropriate manner
1.I.2	Assist with fire protection activities	1.I.2.1	ensure: <ul style="list-style-type: none"> • that fire-fighting equipment is accessible • adequate water supply • that pumps are in operating order • fire trucks are maintained • fire-fighting equipment is maintained • that fire breaks are maintained • that fire training is provided
		1.I.2.2	oversee equipment in emergency situations
		1.I.2.3	assist in purchasing fire-fighting equipment

1.1.3	Assist with emergency measures planning and organization	1.1.3.1	<p>help senior administrative officer to develop emergency measures' plans, for example:</p> <ul style="list-style-type: none"> • evacuation plans • flood control plans • casualty plans • community fire control plans
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MAJOR CATEGORY 2 – SAFETY

Skill A – Practice Workplace Health and Safety

Subskill

Subskill Support

2.A.1	Adhere to occupational health and safety regulations	2.A.1.1	<p>adhere to Workers' Compensation Board (WCB) regulations, for example:</p> <ul style="list-style-type: none"> • hold regular safety meetings • ensure that safety equipment is used • inspect safety signs • follow accident procedures • follow reporting procedures • conduct yearly safety inspections • respond to identified deficiencies
		2.A.1.2	<p>understand:</p> <ul style="list-style-type: none"> • role of fire marshal's office • requirements of health boards, e.g., water • Environmental Health regulations
		2.A.1.3	<p>follow transportation regulations, for example:</p> <ul style="list-style-type: none"> • be familiar with Airports Regulations • obey speed limits and traffic signs
		2.A.1.4	<p>follow community/municipal bylaws with respect to use of vehicles</p>
2.A.2	Possess knowledge of spill response guidelines and procedures	2.A.2.1	<p>adhere to Environmental Protection Act</p>
		2.A.2.2	<p>be familiar with Resources, Wildlife and Economic Development (RWED) policies and procedures</p>
		2.A.2.3	<p>follow spill reporting procedures</p>
		2.A.2.4	<p>be familiar with spill response manuals</p>
		2.A.2.5	<p>apply dangerous goods policies and procedures</p>

COMMUNITY WORKS FOREMAN

Expanded Occupational Analysis

2.A.3	Identify workplace hazards	2.A.3.1	practice good housekeeping
		2.A.3.2	ensure: <ul style="list-style-type: none">• that work areas are clean and maintained• that tools and equipment are in proper working order and in proper places• safe operation of vehicles
		2.A.3.3	possess knowledge of flammable hazardous materials
2.A.4	Meet Transportation of Dangerous Goods guidelines	2.A.4.1	possess knowledge of Transportation of Dangerous Goods policies and procedures
		2.A.4.2	identify different types of dangerous goods
		2.A.4.3	ensure that dangerous goods are transported and stored according to regulations, policies and procedures
		2.A.4.4	understand responsibility of shippers
2.A.5	Maintain cardiopulmonary resuscitation and first aid certifications	2.A.5.1	obtain and maintain own certifications
		2.A.5.2	ensure that employees obtain and maintain certifications
2.A.6	Meet Workplace Hazardous Materials Information System (WHMIS) guidelines	2.A.6.1	identify chemicals and hazardous materials
		2.A.6.2	post list of dangerous goods
		2.A.6.3	be familiar with WHMIS labels
		2.A.6.4	ensure proper: <ul style="list-style-type: none">• handling of hazardous materials and chemicals• storage of hazardous materials and chemicals
		2.A.6.5	read material data safety sheets (MSDS)
		2.A.6.6	ensure hazardous material signs are in place
2.A.7	Maintain minimum housekeeping standards	2.A.7.1	clean up spills
		2.A.7.2	orient new employees on safety guidelines
		2.A.7.3	maintain first aid kits
		2.A.7.4	post safety procedures and signs

MAJOR CATEGORY 3 – ADMINISTRATION

Skill A – Conduct Planning

<u>Subskill</u>	<u>Subskill Support</u>
3.A.1 Provide assistance and advice for community planning	3.A.1.1 provide input and advice into council decisions 3.A.1.2 provide advice on land development 3.A.1.3 advise consultants
3.A.2 Provide assistance and advice for business planning	3.A.2.1 identify projects/goals 3.A.2.2 develop objectives 3.A.2.3 provide analysis
3.A.3 Provide assistance and advice for preparation of capital plan	3.A.3.1 identify projects/goals 3.A.3.2 prioritize projects/goals 3.A.3.3 set objectives 3.A.3.4 forecast equipment requirements and human resource needs 3.A.3.5 assist with development of 5-year and 20-year capital plans
3.A.4 Assist with implementation of capital plans	
3.A.5 Provide assistance and advice for capital works projects	3.A.5.1 provide analysis of capital works projects 3.A.5.2 monitor projects 3.A.5.3 evaluate projects
3.A.6 Prepare plans for short-term works projects	3.A.6.1 identify projects 3.A.6.2 set objectives 3.A.6.3 schedule resources 3.A.6.4 prepare budgets
3.A.7 Set objectives	3.A.7.1 identify goals and priorities 3.A.7.2 establish work plans
3.A.8 Track and analyze historical data	3.A.8.1 maintain historical data in database 3.A.8.2 use historical data for planning and setting objectives 3.A.8.3 analyze historical data to prepare work plans and budgets

Skill B – Participate in Risk Management Planning

<u>Subskill</u>		<u>Subskill Support</u>	
3.B.1	Assess risk	3.B.1.1	assess situation for risk
		3.B.1.2	identify dangerous situations: <ul style="list-style-type: none"> • blocked exits • cluttered areas
		3.B.1.3	conduct cost-benefit analysis
3.B.2	Manage risk	3.B.2.1	ensure: <ul style="list-style-type: none"> • safety on job • that safety equipment is used
		3.B.2.2	manage hazardous or dangerous situations
3.B.3	Be aware of required insurance coverage for community assets	3.B.3.1	ensure that proper insurance is in place
		3.B.3.2	assist with maintenance of asset inventory
3.B.4	Implement loss control system		
3.B.5	Address liability issues	3.B.5.1	ensure liability is covered by insurance
		3.B.5.2	provide direction to council on liability issues

Skill C – Manage Budgets

<u>Subskill</u>		<u>Subskill Support</u>	
3.C.1	Draft operation and maintenance budgets	3.C.1.1	identify priorities
		3.C.1.2	prepare budgets
		3.C.1.3	breakdown costs by activity
		3.C.1.4	review previous years' budgets
3.C.2	Assist with grant applications and proposals	3.C.2.1	identify new initiatives
		3.C.2.2	identify training needs
		3.C.2.3	prepare cost estimates
		3.C.2.4	provide analysis
		3.C.2.5	assist with preparation of proposals
3.C.3	Draft submissions for applicable capital expenditures	3.C.3.1	identify capital projects
		3.C.3.2	identify replacement costs for equipment and buildings
		3.C.3.3	research and make comparisons
		3.C.3.4	prepare submissions

3.C.4	Monitor and control costs	3.C.4.1	maintain financial data
		3.C.4.2	review invoices
		3.C.4.3	check variance reports
		3.C.4.4	review figures
		3.C.4.5	provide explanation for variances
3.C.5	Perform cost-benefit analysis	3.C.5.1	identify costs
		3.C.5.2	determine benefits
		3.C.5.3	conduct analysis
		3.C.5.4	make recommendations
3.C.6	Recommend budget revisions	3.C.6.1	review variance reports
		3.C.6.2	identify cost overages
		3.C.6.3	identify surplus items
		3.C.6.4	make recommendations on budget revisions

Skill D – Provide Information Management

Subskill

Subskill Support

3.D.1	Maintain daily data and reports	3.D.1.1	maintain: <ul style="list-style-type: none"> • daily logs • work-order system
		3.D.1.2	prepare: <ul style="list-style-type: none"> • daily work reports • incident reports
3.D.2	Track data using computer software applications	3.D.2.1	update Maintenance Management Operating System (MMOS) system
		3.D.2.2	use spreadsheets and database systems to maintain data
3.D.3	Analyze daily report data	3.D.3.1	review daily reports
		3.D.3.2	identify: <ul style="list-style-type: none"> • problem areas • cost overruns
		3.D.3.3	reallocate resources according to daily reports
3.D.4	Generate activity reports for senior administrative officer/first nation administrator	3.D.4.1	prepare: <ul style="list-style-type: none"> • monthly reports • project reports • year-end reports • incident reports

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Expanded Occupational Analysis

Skill E – Maintain Inventory

<u>Subskill</u>		<u>Subskill Support</u>	
3.E.1	Maintain purchase-order system	3.E.1.1	identify required items and equipment
		3.E.1.2	research products and pricing
		3.E.1.3	recommend purchases
		3.E.1.4	prepare purchase orders
		3.E.1.5	track costs
		3.E.1.6	maintain store accounts
3.E.2	Maintain capital asset inventory	3.E.2.1	take inventory on regular basis
		3.E.2.2	maintain inventory database (manual or computer)
		3.E.2.3	check inventory database
3.E.3	Maintain stock inventory	3.E.3.1	take inventory on regular basis
		3.E.3.2	maintain inventory database (manual or computer)
		3.E.3.3	check inventory database
3.E.4	Plan annual inventory restocking through available transport	3.E.4.1	use: <ul style="list-style-type: none">• barge order• air freight• winter roads

Skill F – Schedule Work

<u>Subskill</u>		<u>Subskill Support</u>	
3.F.1	Develop work plans, strategies and contingencies	3.F.1.1	plan for regular operations
		3.F.1.2	identify: <ul style="list-style-type: none">• projects• tasks• equipment and resources required
		3.F.1.3	schedule equipment and resources
		3.F.1.4	estimate manpower required
		3.F.1.5	prepare work orders
3.F.2	Follow work plans	3.F.2.1	develop work plan schedules
		3.F.2.2	maintain: <ul style="list-style-type: none">• activity list• keep-busy list
		3.F.2.3	ensure that work plans are followed
		3.F.2.4	reschedule work plans as required

3.F.3	Establish preventative maintenance schedules	3.F.3.1	identify required preventative maintenance
		3.F.3.2	develop preventative maintenance lists
		3.F.3.3	schedule preventative maintenance
		3.F.3.4	ensure that vehicles and equipment have preventative maintenance checks
		3.F.3.5	maintain logbook of preventative maintenance
3.F.4	Organize tasks	3.F.4.1	establish priorities
		3.F.4.2	estimate time for task completion
		3.F.4.3	meet with staff to assign tasks
		3.F.4.4	monitor task completion
		3.F.4.5	evaluate task completion
3.F.5	Co-ordinate staff and contractors	3.F.5.1	prepare work schedule
		3.F.5.2	ensure that equipment is available
		3.F.5.3	schedule: <ul style="list-style-type: none"> • contractors • staff
3.F.6	Monitor results	3.F.6.1	review work plans and schedules
		3.F.6.2	monitor: <ul style="list-style-type: none"> • progress • costs
3.F.7	Evaluate results	3.F.7.1	review: <ul style="list-style-type: none"> • work plans • objectives • costs • manpower requirements
		3.F.7.2	evaluate results against objectives, work plans and budgets
		3.F.7.3	make recommendations for future project completion

Skill G – Manage Contracts

<u>Subskill</u>		<u>Subskill Support</u>	
3.G.1	Participate in work projects	3.G.1.1	provide project management
		3.G.1.2	identify project priorities
		3.G.1.3	determine project costs
		3.G.1.4	develop: <ul style="list-style-type: none"> • project budgets • project schedules
		3.G.1.5	identify required resources
		3.G.1.6	schedule: <ul style="list-style-type: none"> • equipment • schedule manpower
		3.G.1.7	oversee: <ul style="list-style-type: none"> • project implementation • project completion
3.G.2	Assist with preparation and advertising of tender documents	3.G.2.1	determine: <ul style="list-style-type: none"> • project goals and objectives • scope of work • required resources
		3.G.2.2	establish estimated costs
		3.G.2.3	review: <ul style="list-style-type: none"> • tender documents
		3.G.2.4	<ul style="list-style-type: none"> • review advertisements
3.G.3	Review tender bids	3.G.3.1	determine contractor criteria
		3.G.3.2	assess contractor's: <ul style="list-style-type: none"> • capabilities through rating sheets • strengths and weaknesses • bid against set criteria
		3.G.3.3	conduct cost comparison
3.G.4	Recommend tender awards	3.G.4.1	recommend contractor that best meets contract criteria

3.G.5	Supervise contractors	3.G.5.1	explain requirements and expectations to contractor
		3.G.5.2	meet with contractor on regular basis
		3.G.5.3	evaluate contractor's work regularly
		3.G.5.4	review progress and payment reports
		3.G.5.5	identify contractor's deficiencies
		3.G.5.6	provide contractor with opportunity to resolve issues
		3.G.5.7	ensure that contractor is: <ul style="list-style-type: none"> • meeting schedule • providing required goods and services
		3.G.5.8	hold contractor accountable for incomplete or unacceptable work
3.G.6	Evaluate contractor's performance	3.G.6.1	assess contractor according to contract specifications
3.G.7	Terminate contracts	3.G.7.1	document contractor's deficiencies
		3.G.7.2	document notification of deficiencies to contractor
		3.G.7.3	provide contractor with opportunity to resolve deficiencies
		3.G.7.4	recommend termination of contract to senior administrative officer/first nation administrator (SAO/FNA)

MAJOR CATEGORY 4 – TECHNICAL SKILLS

Skill A – Practice Technical Skills

Subskill

Subskill Support

4.A.1	Use survey equipment	4.A.1.1	use levels
		4.A.1.2	estimate: <ul style="list-style-type: none"> • elevations • drainage
		4.A.1.3	use transits
		4.A.1.4	establish benchmarks for elevations
		4.A.1.5	record data

COMMUNITY WORKS FOREMAN

Expanded Occupational Analysis

4.A.2	Read building specifications, blueprints and as-builts	4.A.2.1	possess knowledge of symbols
		4.A.2.2	understand: <ul style="list-style-type: none">• layouts• scales
		4.A.2.3	be familiar with operational manuals for buildings, for example: <ul style="list-style-type: none">• building codes• electrical codes• plumbing codes
4.A.3	Read technical documents	4.A.3.1	possess literacy skills
		4.A.3.2	comprehend technical documents
4.A.4	Draft technical documents	4.A.4.1	possess basic writing skills
		4.A.4.2	sketch: <ul style="list-style-type: none">• building plans for small projects• project designs
4.A.5	Possess working knowledge of operation and maintenance of heavy equipment	4.A.5.1	ensure that operators are properly trained
4.A.6	Possess working knowledge of pumps, valves, motors and gauges		
4.A.7	Possess working knowledge of operation and maintenance of air/hydraulic and power tools	4.A.7.1	be familiar with: <ul style="list-style-type: none">• hand tools, e.g., drills, sanders, skill saws• grinders• jacks and hoist systems• air tools
		4.A.7.2	ensure that proper safety gear is used by operators
4.A.8	Use mobile radio equipment	4.A.8.1	be able to use: <ul style="list-style-type: none">• CB radios• portable and mobile FM radios• HF radios

Skill B – Possess Computer Skills

Subskill

Subskill Support

4.B.1	Use word processing software programs	4.B.1.1	produce letters and reports
4.B.2	Use spreadsheet software programs	4.B.2.1	calculate and produce data

4.B.3	Use database software programs	4.B.3.1	track and analyze data
4.B.4	Use e-mail and Internet	4.B.4.1	operate e-mail systems to communicate internally and externally
		4.B.4.2	use Internet for research and information

MAJOR CATEGORY 5 – HUMAN RESOURCE MANAGEMENT

Skill A – Hire Staff

<u>Subskill</u>		<u>Subskill Support</u>	
5.A.1	Assist with developing human resource plans	5.A.1.1	plan for: <ul style="list-style-type: none"> • projects • summer students • staff replacements • casual employees
		5.A.1.2	develop training plans
5.A.2	Assist with developing job descriptions	5.A.2.1	identify job: <ul style="list-style-type: none"> • duties • skills needed • requirements • knowledge
5.A.3	Assist with staff recruitment	5.A.3.1	help to: <ul style="list-style-type: none"> • identify required qualifications • develop advertisements • screen applications
5.A.4	Participate in applicant interviews	5.A.4.1	help to develop questions
		5.A.4.2	sit on selection committee
5.A.5	Assist with selection of staff	5.A.5.1	assess candidates
		5.A.5.2	provide input on rating of candidates
		5.A.5.3	make recommendations on best candidate

Skill B – Supervise Staff

<u>Subskill</u>		<u>Subskill Support</u>	
5.B.1	Provide staff leadership and motivation	5.B.1.1	promote employee recognition
		5.B.1.2	be role model
		5.B.1.3	lead by example
		5.B.1.4	be effective leader
5.B.2	Conduct staff meetings	5.B.2.1	identify issues
		5.B.2.2	brainstorm for solutions
		5.B.2.3	identify good ideas
		5.B.2.4	maintain good communication flow
		5.B.2.5	keep staff informed
		5.B.2.6	promote teamwork
5.B.3	Provide staff orientations	5.B.3.1	review: <ul style="list-style-type: none"> • policies with new staff • job descriptions • safety procedures • responsibilities
		5.B.3.2	introduce new staff members to other staff members
		5.B.3.3	provide tour of community
		5.B.3.4	ensure that new staff members understand responsibilities
5.B.4	Delegate tasks	5.B.4.1	determine tasks to be completed
		5.B.4.2	delegate tasks according to job functions and individual skills
5.B.5	Ensure that tasks are completed	5.B.5.1	monitor delegated tasks
		5.B.5.2	evaluate tasks
		5.B.5.3	reassign tasks as required
5.B.6	Monitor staff performance	5.B.6.1	monitor daily staff activities
5.B.7	Be aware of drug and alcohol issues	5.B.7.1	be familiar with signs of drug or alcohol problems
		5.B.7.2	recommend drug and alcohol programs as appropriate
5.B.8	Conduct performance reviews	5.B.8.1	evaluate performance: <ul style="list-style-type: none"> • conduct day-to-day evaluations • identify good performance
		5.B.8.2	identify training needs
		5.B.8.3	complete performance appraisals

5.B.9	Recommend disciplinary actions	5.B.9.1	possess knowledge of levels of discipline
		5.B.9.2	discuss disciplinary problems with staff member
		5.B.9.3	provide help, if possible and appropriate
		5.B.9.4	maintain confidentiality concerning disciplinary issues
		5.B.9.5	follow disciplinary procedures
5.B.10	Recommend staff promotions and terminations	5.B.10.1	relay recommendations to SAO/FNA as required

Skill C – Develop Staff

Subskill

Subskill Support

5.C.1	Develop skills and competencies	5.C.1.1	determine employees' career/work interests and goals
		5.C.1.2	prepare appropriate training plans
5.C.2	Identify training needs	5.C.2.1	conduct performance reviews
		5.C.2.2	assess skills
5.C.3	Provide training and development opportunities	5.C.3.1	make training available
		5.C.3.2	identify apprenticeship or development opportunities
5.C.4	Conduct training sessions and workshops	5.C.4.1	be aware of training resources: <ul style="list-style-type: none"> • use qualified staff to conduct training • tap into available skills
		5.C.4.2	conduct cross-training
		5.C.4.3	keep track of staff training

Skill D – Administer Personnel Policies

Subskill

Subskill Support

5.D.1	Apply personnel policies and procedures	5.D.1.1	administer: <ul style="list-style-type: none"> • leave policies and procedures • disciplinary policies and procedures
		5.D.1.2	monitor employee time sheets
5.D.2	Comply with collective agreements	5.D.2.1	be familiar with collective agreements
		5.D.2.2	comply with all conditions

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5.D.3	Participate in grievance process	5.D.3.1	understand: <ul style="list-style-type: none">• grievance process• role of administration and council in grievance process
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MAJOR CATEGORY 6 – COMMUNICATION

Skill A – Use Effective Communication

<u>Subskill</u>	<u>Subskill Support</u>		
6.A.1	Read and comprehend business documents	6.A.1.1	read and understand, for example: <ul style="list-style-type: none">• water licences• on-the-job training agreements• agreements with other departments• tenders, quotes and estimates from vendors• legal documents• Workers' Compensation Board inspection reports
6.A.2	Write clearly and concisely	6.A.2.1	use plain language
6.A.3	Practice listening skills	6.A.3.1	pay attention to what is being said
		6.A.3.2	show respect
		6.A.3.3	be patient
		6.A.3.4	paraphrase what speaker has said
6.A.4	Speak effectively	6.A.4.1	communicate in local language, where appropriate
		6.A.4.2	speak clearly
		6.A.4.3	confirm understanding
		6.A.4.4	use plain language
		6.A.4.5	speak at appropriate pace
6.A.5	Make presentations	6.A.5.1	prepare for presentation
		6.A.5.2	dress appropriately for presentation
		6.A.5.3	use presentation equipment
		6.A.5.4	provide outline for participants
		6.A.5.5	stick to topic
		6.A.5.6	involve participants

MAJOR CATEGORY 7 – PROFESSIONALISM

Skill A – Demonstrate Professional Behaviour

<u>Subskill</u>		<u>Subskill Support</u>	
7.A.1	Be dependable	7.A.1.1	follow through on commitments
7.A.2	Be accountable	7.A.2.1	take ownership
7.A.3	Be flexible and adaptable	7.A.3.1	adapt leadership style to situation
7.A.4	Be organized	7.A.4.1	prioritize tasks
		7.A.4.2	maintain files
		7.A.4.3	be prepared
7.A.5	Employ analytical skills	7.A.5.1	use structured approaches to problem solving
		7.A.5.2	employ broad perspectives in dealing with issues, projects and tasks
7.A.6	Take pride in work	7.A.6.1	seek effective ways to improve work
		7.A.6.2	work efficiently
7.A.7	Maintain personal appearance	7.A.7.1	practice good personal hygiene
7.A.8	Follow established reporting relationships	7.A.8.1	know reporting process
		7.A.8.2	report to appropriate individuals/groups
7.A.9	Separate personal and professional life	7.A.9.1	keep personal problems outside of workplace
7.A.10	Maintain positive attitude	7.A.10.1	respond to situations as opportunities
7.A.11	Demonstrate self-awareness	7.A.11.1	be honest
		7.A.11.2	uphold integrity
7.A.12	Be fair, equitable and consistent	7.A.12.1	display positive behaviour
		7.A.12.2	respond to feedback
		7.A.12.3	recognize contributions
7.A.13	Co-operate with others		
7.A.14	Be compassionate	7.A.14.1	show empathy toward others
7.A.15	Be accessible	7.A.15.1	have open-door policy
		7.A.15.2	be approachable
7.A.16	Pursue personal and professional development	7.A.16.1	seek training opportunities
		7.A.16.2	develop training plan

Skill B – Possess Cultural and Political Knowledge

<u>Subskill</u>		<u>Subskill Support</u>	
7.B.1	Practice cross-cultural skills	7.B.1.1	be aware of: <ul style="list-style-type: none"> • local cultures and religions • language barriers
		7.B.1.2	use local language, where appropriate
7.B.2	Be familiar with political situations		
7.B.3	Use traditional knowledge	7.B.3.1	be knowledgeable about cultural events in community and region
		7.B.3.2	be familiar with resources in community, for example: <ul style="list-style-type: none"> • people • facilities • programs and services
		7.B.3.3	provide opportunities for elders to lead youth in cultural games
7.B.4	Possess knowledge of community	7.B.4.1	be aware of local customs

Skill C – Demonstrate Leadership Skills

<u>Subskill</u>		<u>Subskill Support</u>	
7.C.1	Demonstrate awareness of relevant trends and decisions	7.C.1.1	be aware of changes in system to: <ul style="list-style-type: none"> • existing programs • standards • funding
7.C.2	Be positive role model	7.C.2.1	follow regulations and policies of community
		7.C.2.2	use appropriate language
		7.C.2.3	respond positively to constructive feedback
		7.C.2.4	respond to situations as opportunities
		7.C.2.5	behave consistently with own values and beliefs
7.C.3	Apply innovative thinking	7.C.3.1	be: <ul style="list-style-type: none"> • open-minded • creative
		7.C.3.2	encourage ideas from others
7.C.4	Seek professional and technical advice		

7.C.5	Be assertive	7.C.5.1	be: <ul style="list-style-type: none"> • clear and direct • positive • confident
7.C.6	Include others in decision-making process	7.C.6.1	respect others' opinions
7.C.7	Provide guidance	7.C.7.1	provide guidance, for example: <ul style="list-style-type: none"> • on programs and services • for funding • to personnel
7.C.8	Persevere		

Skill D – Maintain Public Relations

Subskill

Subskill Support

7.D.1	Practice good customer service	7.D.1.1	address problems
		7.D.1.2	be honest
		7.D.1.3	provide timely responses: <ul style="list-style-type: none"> • do not ignore questions
7.D.2	Maintain positive client relationships	7.D.2.1	maintain relations with building tenants and public
7.D.3	Assist with community events	7.D.3.1	participate by, for example: <ul style="list-style-type: none"> • assisting with community carnivals • hauling wood for community events • setting up tables • providing extra water services • arranging for staff • providing transportation
		7.D.3.2	be: <ul style="list-style-type: none"> • accessible • visible at community events
		7.D.3.3	anticipate increased needs

COMMUNITY WORKS FOREMAN

Expanded Occupational Analysis

7.D.4	Liaise with community organizations and agencies	7.D.4.1	liaise with, for example: <ul style="list-style-type: none">• Department of Public Works (DPW)• Resources, Wildlife and Economic Development (RWED)• housing organizations• NWT Power Corporation• health centers• RCMP• First Nations• aboriginal organizations• private contractors• Workers' Compensation Board (WCB)
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MAJOR CATEGORY 8 – LEGISLATION

Skill A – Comply with Policies and Regulations

<u>Subskill</u>		<u>Subskill Support</u>	
8.A.1	Comply with federal acts and regulations	8.A.1.1	be familiar with applicable federal acts and regulations
8.A.2	Comply with territorial acts and regulations	8.A.2.1	be familiar with applicable territorial acts and regulations
8.A.3	Comply with municipal acts and regulations	8.A.3.1	be familiar with: <ul style="list-style-type: none">• applicable municipal bylaws and regulations• municipal policies and procedures
8.A.4	Comply with council resolutions and policies	8.A.4.1	be familiar with council resolutions and policies

APPENDIX – LIST OF LEGISLATION AND POLICIES

The following list is offered as a reference for relevant legislation and policies that may apply to this occupation in the Northwest Territories. It is intended as a guide only. The list may not include all relevant items to specific areas and situations.

1. Aboriginal Custom Adoption Recognition Act
2. Access to Information and Protection of Privacy Act
3. Area Development Act
4. Business Corporations Act
5. Business Incentive Policy
6. Business Licence Act
7. Canada Wildlife Act – Federal
8. Canadian Charter of Rights and Freedoms – Federal
9. Charter Communities Act
10. Child Welfare Act
11. Cities, Towns and Villages Act
12. Civil Emergency Measures Act
13. Commercial Tenancies Act
14. Commissioner’s Airport Regulations
15. Commissioner’s Land Act
16. Commissioner’s Land Regulations
17. Community Employees’ Benefits Act
18. Community Employees’ Benefits Program Transfer Act
19. Conflict of Interest Act
20. Department of Indian Affairs and Northern Development Act – Federal
21. Department of Justice Act – Federal
22. Education Act
23. Environmental Protection Act
24. Evidence Act
25. Financial Administration Act
26. Fire Prevention Act
27. Frustrated Contracts Acts
28. Gwich’in Comprehensive Land Claim Agreement
29. Hamlets Act
30. Indian Act – Federal
31. Indian Oil and Gas Act – Federal
32. Judicature Act
33. Labour Standards Act
34. Land Titles Act
35. Local Authorities Elections Act
36. Mackenzie Valley Resource Management Act – Federal
37. Mine Health and Safety Act
38. Motor Vehicles Act
39. Northwest Territories Act – Federal
40. Northwest Territories Housing Corporation Act
41. Planning Act
42. Property Assessment and Taxation Act
43. Public Health Act
44. Public Highways Act
45. Public Trustee Act
46. Residential Tenancies Act
47. Safety Act
48. Sahtu Dene and Metis Comprehensive Land Claim Agreement
49. Settlements Act
50. Societies Act
51. Territorial Lands Act – Federal
52. Transportation of Dangerous Goods Act
53. United Nations Act – Federal
54. Wildlife Act
55. Workers’ Compensation Act