

## OCCUPATIONS

### COMMUNITY GOVERNMENT COMMUNITY WORKS FOREMAN

#### JOB DESCRIPTION

**Community Works Foremen** are responsible for the management, administration, and delivery of all works programs and services, such as water and sanitation, road maintenance/repair, and building/vehicle maintenance. They ensure that residents receive effective and appropriate services. Foremen report to the Senior Administrative Officer.

This occupation is also referred to as Municipal Service Supervisor, Community Works Manager, Community Works Superintendent, Community Works Supervisor, and Public Works Foreman.

#### CERTIFICATION

The Department of Education, Culture and Employment, in conjunction with the School of Community Government, Municipal and Community Affairs (MACA) offers a certification program that is recognized throughout the Northwest Territories. The program is based on an Occupational Analysis chart and involves several steps as outlined in the following pages. Upon successful completion of the process, the candidate receives a Certificate of Competence awarded under the NWT Apprenticeship, Trade and Occupations Certification Act. Candidates proceed through the certification process at their own pace and with the support and encouragement of their supervisor and employer.

#### REGISTRATION

Individuals wishing to become certified as a Community Works Foreman must register with the School of Community Government, Municipal and Community Affairs. To be eligible for the program, individuals must be permanent residents of the Northwest Territories, and currently or recently employed as a Community Works Foreman (or equivalent) within the Northwest Territories. There is no cost for the program.

#### CONTACT

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**O C C U P A T I O N S**

**Certification Requirements - Community Works Foreman**

*Note: This chart gives an overview of the steps required to achieve certification as a Community Works Foreman in the Northwest Territories. Further details are included with the Registration Package.*

<p><b>Registration</b></p>	<p>Applicants should complete the Application form and the Verification of on the Job Work Experience and submit to the School of Community Government.</p> <p>Coursework is not a requirement for certification.</p> <p>The School of Community Government offers a Community Infrastructure Maintenance Program. The program provides courses on basic trade skills; heating and ventilation; preventative maintenance planning; energy management; custodial care; and site and structural maintenance.</p>
<p><b>Skills Assessment Checklist</b></p>	<p>The Checklist is a self assessment that is completed by the candidate and reviewed by the supervisor. It is not a pass or fail. The Skills Assessment Checklist is a workbook that enables candidates to verify competence in the skills outlined in the Community Works Foreman Occupational Analysis. If the candidate is not performing the particular skill area or completing the associated task it may be because they need training or because it is not a part of their job requirement. The supervisor should note it down in the comment section. The supervisor and candidate should take the opportunity to discuss the reason for the gap and address it - whether it be a training need or the supervisor becoming aware that the gap is a skill/task that the employee could be performing.</p> <p>The Skills Checklist is a confirmation by a supervisor that the candidate has attained the required competencies as listed in the Occupational Analysis Chart. When all competencies have been verified as being attained, the candidate must submit the completed Skills Checklist including the Request for Written Examination to the School of Community Government.</p>
<p><b>Work Experience</b></p>	<p>The candidate must have a minimum of two years of work experience as a Community Works Foreman before being eligible</p>

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	<p>to complete the Written Examination. During that time the Skills Checklist may be completed.</p> <p><b>Equivalencies</b> Candidates who do not have two years of experience must have a minimum of one year of experience as a Community Works Foreman and an additional two years of experience in a related community works occupation, such as Heavy Equipment Operator, Truck Driver, Building Maintainer, or Water Treatment Operator.</p>
<b>Written Examination</b>	<p>The Written Examination is based on information contained in the Community Works Foreman Occupational Analysis Chart. There are 100 multiple-choice questions. Candidates may choose to take the exam orally and/or with an interpreter, if desired. Candidates have four hours to complete. The exam must be completed in an approved location and must be invigilated by an approved representative such as a Supervisor or Adult Educator.</p>
<b>Practical Exercises</b>	<p>The Practical Exercises consists of two exercises designed to reflect actual workplace practices. To prepare for the practical exercise an expanded core competency has been developed that outlines all the skills and sub-skills the candidate should know. The competencies are cross-referenced with the School of Community Government's curriculum as a training guide. Candidates have four hours to complete each exercise. The exercises must be completed in an approved location and must be invigilated by an approved representative such as a Supervisor or Adult Educator.</p>
<b>Assessment of Professionalism</b>	<p>Candidates must obtain an Assessment of Professionalism from their immediate supervisor or from another approved individual. The Assessment of Professionalism indicates that the candidate has met the professional competencies required for the occupation.</p>