



TOWN OF INUVIK
Northwest Territories

Job Description

Inuvik Works Crew Foreman

IDENTIFICATION

Job Title: Inuvik Works Crew Foreman

Reports to: Inuvik Works Manager

Job Status: This is a temporary full-time position ending on March 31, 2026.

Location: John Wayne Kiktorak Building

OVERVIEW

The Inuvik Works Crew Foreman plays a key leadership role in supporting the day-to-day operations of the Inuvik Works Crew. This position is responsible for guiding and mentoring a team of crew members as they complete a wide range of community-based projects and general maintenance tasks. The Foreman will also take part in hands-on work and ensure that tasks are completed safely, efficiently, and to a high standard.

The Foreman acts as a role model and leader, promoting teamwork, accountability, and skill development among the crew. A strong understanding of basic carpentry, tool use, and project coordination is important for success in this role. This position supports maintenance and improvement work within the John Wayne Kiktorak Building and throughout the wider community.

RESPONSIBILITIES

1. Provide daily guidance, mentorship, and support to Inuvik Works Crew members
2. Assist in planning and carrying out minor maintenance and repair projects in the community
3. Perform basic carpentry tasks such as assembling furniture, fixing fences, and installing shelving
4. Lift and transport materials such as furniture, tools, building supplies, and equipment
5. Teach and supervise the safe use of tools and small machinery (e.g. drills, saws, sanders)
6. Demonstrate proper cleaning and care for tools, work areas, and materials
7. Lead by example in following safety protocols, worksite rules, and respectful conduct
8. Communicate clearly with the Inuvik Works Manager and report any issues, concerns, or hazards
9. Monitor project progress and help ensure tasks are completed on time and correctly
10. Support the crew in maintaining cleanliness and safety in the John Wayne Kiktorak Building
11. Perform other duties as assigned by the Inuvik Works Manager

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Familiarity with basic carpentry and general repair methods
- Understanding of how to safely use and maintain hand tools and small power tools
- Awareness of worksite safety practices and procedures
- Experience with supervising or mentoring others in a work or volunteer setting is an asset

Skills:

- Ability to organize and lead a small team to complete daily tasks
- Strong communication skills, both verbal and written
- Time management and the ability to follow through on assigned duties
- Ability to teach others and demonstrate proper work habits
- Problem-solving and decision-making in a hands-on environment

Abilities:

- Able to lift and carry up to 50 pounds
- Comfortable climbing ladders, using small tools, and working in indoor and outdoor settings
- Capable of standing, bending, kneeling, and twisting for extended periods
- Good hand-eye coordination and manual dexterity
- Able to focus, follow instructions, and commit to safety practices

WORKING CONDITIONS

- This is a physically active job that involves hands-on work both indoors and outdoors
- Work is performed in various weather conditions, including rain, sun, wind, and cold
- The position may require the use of ladders, hand tools, power tools, and light machinery
- Tasks can be physically demanding, including lifting, carrying, bending, and working in awkward positions
- The role requires focus, teamwork, and consistent attention to safety
- The Foreman may be required to respond to changing priorities and unexpected challenges throughout the day

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position

Supervisor's Printed Name

Supervisor's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.