

Public Works Foreman

Date Posted: Apr 22, 2022

Location: R.M. of Prince Albert No. 461

Employment Term: Full Time

The Rural Municipality of Prince Albert No.461 is seeking a full-time Public Works Foreman. This is both a management and working foreman position; on-call work is required. Under the general direction of the Chief Administrative Officer, the Foreman is responsible for coordinating the overall operations of the Public Works Department, including municipal infrastructure, maintenance, road construction and clerical responsibilities.

Considerable judgement, professionalism, and leadership skills are necessary in coordinating and carrying out the work with the Public Works team.

Reporting directly to the Chief Administrative Officer, the successful candidate will meet the following criteria:

- Have knowledge of operating and servicing various equipment as required for the position tractor/mower, grader, dozer, semi/trailer, track-hoe, buggy, etc.
- Class 1 A Driver's License - 3A driver's license with air brake endorsement would be an asset;
- Have working knowledge of grading techniques and road maintenance;
- Have working knowledge of road building;
- Have good organizational, communication and record keeping skills;
- Have experience working with engineers, contractors and suppliers;
- Familiarity and compliance with Occupational Health & Safety legislation and practices;
- Motivated to pursue professional development opportunities for self and staff;
- Effective public communication skills and ethics.

Duties may include but not limited to:

- Meets with Council on a monthly basis;
- Responsible to ensure that all roads are bladed on a priority basis, in a professional and safe

manner as required by road conditions;

- To be a working Public Works Foreman and equipment operator when necessary;
- Responsible for oversight of maintenance and repairs of equipment;
- Tracking inventory;
- Coordinating projects with Council and the Administrator;
- Organize, supervise and assign employee schedules and tasks;
- Work hours expected 50 hours per week in summer and 40 hours per week in winter, Monday to Friday, possible weekends dependant on conditions and projects

Employment is to begin as soon as possible. The RM of Prince Albert No. 461 offers a competitive wage, a comprehensive benefits package and pension plan.

Applicants are invited to submit a resume including job-related safety courses and certificates achieved to:

RM of Prince Albert No. 461

99 River Street – Prince Albert SK, S6V 0A1 Ph: 306-763-2469 Fax: (306) 256-3281

Email: cao@rmprincealbert.ca

Application Deadline: Until position is filled

Current driver's abstract, and references will be required for those selected for an interview. All applications are appreciated, but only those selected for an interview will be contacted. The successful candidate will be required to have a criminal record check.