



City of Melfort

Invites applications for the position of
Director of Public Works

Are you looking for a career that makes a difference in the lives of others? Do you want to work for an organization that values your skills, experience, and potential? Do you want to be part of a team committed to excellence, innovation, and collaboration?

If you answered yes to these questions, you might be the perfect fit for the **Director of Public Works** position with the City of Melfort.

The Position:

The City of Melfort is vibrant city in Saskatchewan, offering its residents and visitors a high quality of life. Reporting to the City Manager, the Director of Public Works is involved in the governance and delivery of Roads and Transportation, Project Management, Water and Sewer Utilities, Waste Management, Airport, Bylaw Enforcement, and Health & Safety Management Program services. The services will meet the needs and expectations of City Council, our residents and businesses through developing and adopting appropriate policies, long-range plans, strategies, and compliance with regulatory reporting requirements.

The Director participates as a member of the City's Senior Leadership Team in the governance and delivery of all City programs and services to the community. The Director motivates and leads a team of dedicated and talented individuals to deliver a high level of service through the application of a considered and logical approach. Teamwork, both within the department and across the organization, is essential and the Director leads by example, providing support and direction on any manner of complex issue. A background in project management and the ability to manage the processes of scope definition, budgeting, tendering, construction management and project delivery are essential for the position.

The Director leads the analysis of the current situation and future requirements of the department, initiating the development of specific goals and objectives and setting priorities for planning and implementing strategies.

The ideal candidate will have the following education and credentials:

- Five years of local government management experience, including an operational administrative capacity with broad based engineering and technical skills relating to the public works field.
- Must have a degree or diploma in a related field
- Must have a valid Class 5 driver's license and a satisfactory criminal record check.
- Other expected qualifications include experience with computer-based systems such as Vadim, ESRI, Maximo, Laserfiche, Microsoft 365.
- Strong comprehension, writing and presentation skills. Experience and ability to prepare council reports, funding requests, scope of work, procurement awards, contracts, terms of reference, letters, presentations, electronic correspondence, and reports.
- An equivalent combination of education, training and experience may be considered.

If this is the opportunity you have been waiting for, don't hesitate to apply today!

Salary: \$96,221 - \$120,275

Please submit resume and cover letter by 4:00pm on Friday, August 23, 2024, to:

Sarah Haidey, Strategic Coordinator of Corporate Services
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Subject Line: Confidential Director of Public Works