

# City of Meadow Lake

Public Works Foreman

Full-time, Permanent



## Duties:

- Infrastructure Maintenance - Operations
  - o Street maintenance & traffic control
  - o Drainage
  - o Water distribution & sewer systems
  - o Sidewalk maintenance
  - o Opening and closing cemetery plots
  - o Municipal parking lots
  - o Yard and shop general maintenance
- Operations Supervisor
  - o Manages and monitors the day-to-day operations of the Public Works department
  - o Advises on department activities
  - o Trains, mentors, and provides performance feedback to the crew
  - o Manages first-level HR matters, including grievances, harassment complaints, and other employee relations issues
- Asset Management
  - o Obtains quotes and with approval, purchases materials and equipment. Reviews attendance records, daily activity cards, contractors work, etc.
- Supporting Director Level Management
  - o Works to plan the implementation of City projects and department goals.
  - o Aids in the creation of annual work plans and budgets

*NOTE: Duties listed are not set forth to limit the assignment of work and are not to be constructed as a complete list of duties normally to be performed under the job position or those duties temporarily performed outside the normal line of work.*

## Required Qualifications

### **Education & Certifications**

- High school diploma or equivalent
- A valid class 5 driver's license with a satisfactory drivers abstract
- Equipment operator ticket
- Confined space entry ticket
- Transportation of dangerous goods ticket

### **Experience**

- A minimum of 2 years experience in public works and utilities, or a related field
- Municipal experience in water and sewer installation and maintenance, and road construction and maintenance.

### **Knowledge, Skills & Abilities**

- Excellent interpersonal skills
- Excellent organizational and time management skills
- Knowledge in developing budget estimates and evaluating programs/services
- Knowledge of current workplace legislation
- Knowledge in developing long term infrastructure maintenance and replacement programs

## Advanced Requirements:

*(Possession of the following will be considered an asset)*

### **Education & Certifications**

- First Aid and CPR certificate
- Class 1 or higher in Water Distribution and Wastewater Collection and Treatment

### **Experience**

- Experience in a supervisory or leadership role.
- Experience in implementing development plans, capital works or infrastructure improvement programs.

## Hours:

- Regular office hours: Monday-Friday, 7:00AM – 4:00PM
- The incumbent will be required to regularly be on call for emergency situations outside of regular office hours.

## Wage:

- Compensation is competitive and negotiable in keeping with experience, knowledge, and abilities. A comprehensive benefits package is provided.

## Application Instructions:

Please submit your resume to the attention of Neil Marsh, Interim City Manager including what position you are applying for. Resumes can be submitted via email to [hr@meadowlake.ca](mailto:hr@meadowlake.ca).

We thank all applicants for their interest, however, only candidates who are selected for an interview will be contacted.

**Application Deadline: November 25, 2024**