

City of Meadow Lake

Director of Public Works

Full-time, Permanent



The Director of Public Works ensures high-quality service in Meadow Lake's Public Works department. They manage and oversee infrastructure, activities, and operations. They also coordinate activities and administer contracts with other departments and agencies.

The following is a summary of the full list of duties and qualifications. The complete job description is available upon request at hr@meadowlake.ca.

Duties & Responsibilities The Director of Public Works oversees all tasks within the Public Works Department in compliance with the CUPE collective agreement, City Bylaws, Policies, and other regulations. Key areas of responsibility include:

- Infrastructure Maintenance
- Contract Administration
- Long-term Planning
- Budget Management
- Asset Management
- Personnel Management
- Communications

Required Qualifications **Education & Certifications:**

- Bachelor's degree in engineering, business, public administration, construction management or related field
- Safety Management Certificate or extensive OHS certifications
- Valid Class 5 driver's license with a clean record
- Equipment operator ticket
- Clear criminal record check
- First Aid and CPR considered an asset
- Class 1 or higher in Water Distribution and Wastewater Collection considered an asset
- Certificate in Storm Water Management considered an asset

Experience:

- 5+ years in public works/utilities, 3+ years in senior supervisory roles
- Skilled in operating and maintaining heavy equipment
- Experienced in development plans and infrastructure improvement

Skills & Abilities:

- Strong leadership and HR management
- Financial management, budget development, and monitoring
- Knowledge of fleet operations, roadway, and building maintenance
- Effective planning and safety compliance
- Strong organizational and communication skills
- Proficient in Microsoft Office and various software
- Problem-solving and negotiation skills
- Knowledge of laws and regulations in public works

Hours:

- 7:00AM-4:00PM, Monday-Friday
- 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 and cover letter to the attention of Neil Marsh, Interim City Manager. Resumes are to be submitted via email to hr@meadowlake.ca with the job title in the subject line.

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

Application Deadline: December 2, 2024