



TOWN OF BATTLEFORD – MANAGER OF PUBLIC WORKS

POSTING DATE:	June 23, 2025
APPLICATION DEADLINE:	Posting will remain open until position is filled. <i>Only candidates selected for an interview will be contacted.</i>
HOW TO APPLY:	Online at: cao@battleford.ca
JOB STATUS:	Non-Union, Full-Time Permanent

The Town of Battleford is seeking a dedicated and experienced individual to serve as **Manager of Public Works**.

Position Overview:

This is a senior-level management position reporting directly to the Chief Administrative Officer (CAO). The Manager will be responsible for leading and overseeing the planning, coordination, and execution of all activities related to the Public Works Department, ensuring efficient operations and compliance with municipal policies and regulations. This role requires strong leadership, decision-making, and organizational skills to manage a team and infrastructure systems that support the daily lives of residents and the growth of the Town.

Key Responsibilities:

- Develop and manage long-range capital plans, annual capital and operating budgets for the Public Works Department.
 - Supervise, train, and evaluate Public Works staff; participate in recruitment, promotion, and disciplinary processes.
 - Plan and implement infrastructure maintenance, construction, and service delivery, including roads, sidewalks, drainage, snow removal, solid waste, street lighting, and cemetery operations.
 - Maintain accurate records of maintenance, equipment inventory, and department activities.
 - Prepare work plans, project estimates, and oversee tendering processes.
 - Attend Council meetings and provide regular reports and recommendations on departmental operations.
 - Respond to public inquiries and complaints professionally and in accordance with Town policies.
 - Foster a safe, inclusive, and productive work environment that complies with Occupational Health & Safety standards.
 - Collaborate with other departments on joint projects and initiatives.
 - Promote the services and activities of the Public Works Department.
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Qualifications:

Required:

- Grade 12 or equivalent education.
- Minimum of five (5) years of progressive experience in public works or municipal operations, including supervisory experience.
- Strong background in infrastructure operations, maintenance, equipment management, and budget administration.
- Excellent leadership, communication, and interpersonal skills.
- Valid Saskatchewan Class 5 Driver's License.
- First Aid and CPR Certification.
- Working knowledge of WHMIS and OH&S regulations.
- Strong computer proficiency, including experience with report writing and data management.

Preferred:

- Post-secondary education in Civil Engineering Technology or a related field.
- Fireman's Certificate (boiler operations).
- Experience working with unionized staff and collective agreements.
- Knowledge of AutoCAD, blueprint reading, and asset management software.
- Familiarity with Saskatchewan Environment guidelines (solid waste, road salt, water/wastewater management).
- OH&S Levels I and II certification.

Compensation:

- **Salary Range:** \$72,500 – \$85,000 annually
- **Benefits:**
 - Comprehensive health and dental benefits package
 - MEPP Pension Plan (with employer match)
 - Professional development opportunities
 - Supportive team environment

How to Apply:

Interested candidates are invited to submit their resume and cover letter to:

Town of Battleford

Todd Francis, CAO
Box 40, Battleford, SK. S0M 0E0

Email: CAO@battleford.ca

Subject Line: *Application – Manager of Public Works*

This opportunity will remain open until a suitable candidate is found.