



Town of Duck Lake

Public Works Foreman.

The Town of Duck Lake invites applications from qualified persons for the position of a permanent full-time Public Works Foreman., to begin September 6th, 2022. Reporting to the CAO, the Public Works Foreman will be responsible for the organization and directing of all related works associated with transportation services, public works, water and sewer, recreation facilities, public parks and playgrounds, green spaces, town owned buildings and all other town operations. This is a working foreman position.

The applicant must have excellent public relations and communication skills, be self-motivated, be able to manage time effectively, and be able to work independently.

Required qualifications include a Grade 12 or GED completion, a minimum of 2 years experience in a municipal public works and/or parks and recreation setting, Class 1 water treatment, water distribution and wastewater treatment and collection certifications, experience in heavy equipment operation and other equipment typical of a transportation services/public works/parks and recreation department and a valid minimum Class 5 Saskatchewan driver's license.

First Aid, Equipment certifications including Zamboni certification, and any and all other safety, public works, OH&S certifications are an asset.

This position will also entail attendance at periodic evening Council meetings as required and attendance at meetings with the CAO as required. Work week and schedule will vary and the position requires rotating weekly and weekend on-call responsibilities.

The ability to quickly respond to emergencies is extremely important and it is expected that the successful incumbent be willing to reside in, or close to, the Town of Duck Lake.

Wage will be based on qualifications, certification and experience. The Town of Duck Lake offers a comprehensive SUMA health and MEPP benefits package. Successful candidate will be required to submit a criminal record check and a sector vulnerability check.

Qualified applicants should submit a cover letter, resume detailing qualifications, experience and education with a minimum of 3 references, and wage expectations to the Town of Duck Lake by 4 pm, August 9th, 2022, by mail, email, facsimile or in person to: Town of Duck Lake, 301 Front Street, Box 430, Duck Lake, SK, S0K 1J0. Phone (306)467-2277 Facsimile- (306)467-4434. Email- town.ducklake@sasktel.net.