

PUBLIC WORKS FOREMAN

Location: District of Katepwa

Position: Full-Time, Permanent

The District of Katepwa is seeking a dedicated and experienced **Public Works Foreman** to manage and oversee the maintenance and operations of the Public Works department. This is both a supervisory and hands-on role that ensures the efficient functioning of roads, equipment, and municipal infrastructure. If you have strong leadership abilities, a background in road maintenance, and the skills to operate and repair heavy equipment, apply within.

Key Responsibilities:

- **Leadership and Supervision:** Direct, manage, and monitor Public Works staff, including seasonal workers. Plan daily operations and ensure all equipment is maintained and operating effectively.
- **Road and Infrastructure Maintenance:** Oversee the maintenance of municipal roads, alleys, parks, and public buildings. Conduct routine inspections and troubleshoot issues.
- **Equipment Operation:** Operate equipment as needed, such as graders, garbage trucks, tractors, and other municipal machinery. Ensure proper equipment use and maintenance.
- **Emergency Response:** Be on call for emergencies, ensuring the safety of roads and infrastructure during severe weather events and other emergencies.
- **Budget and Planning:** Assist the CAO in preparing the departmental budget, monitor expenses, and ensure operations are within approved policies and procedures.
- **Reporting and Administration:** Prepare monthly reports for Council, attend Council meetings, and keep records up-to-date.
- **Health and Safety:** Ensure compliance with Occupational Health and Safety regulations, provide safety training for staff, and investigate any workplace incidents.
- **Further Duties:** As directed by the CAO

Qualifications:

- **Education:** Grade 12 or equivalent.
- **Experience:** Minimum of 2 years of municipal equipment operation experience. Experience in managing staff and municipal operations preferred.
- **Certifications:** Class 5 Drivers license with air brakes preferred. Heavy Equipment Operation, First Aid/CPR, WHMIS, confined space work, chainsaw operation. Willingness to obtain Wastewater I Certification.
- **Skills:** Strong management, supervisory, record-keeping, and problem-solving skills. Must be reliable and trustworthy. Excellent communication skills (both oral and written), and the ability to handle sensitive and confidential information.

The District of Katepwa offers a competitive salary with comprehensive benefits package. Salary will be determined based on qualifications and experience. A clear criminal record check and drivers abstract will be required. Please submit a cover letter with wage expectations and a resume including two work related references by mail, e-mail, or fax to:

District of Katepwa
c/o Andrea Ehrmantraut
PO BOX 250
LEBRET SK S0G 2Y0
Fax: 306-332-5808
E-mail: cao@katepwabeach.ca

We appreciate all applicants for their interest in this position, however, only those selected for an interview will be contacted. Applications will be accepted until October 18, 2024, or until a suitable candidate is hired. For any inquiries, please contact our office at 306-332-6645.