



Town of Duck Lake

Public Works Foreman Assistant.

The Town of Duck Lake invites applications from qualified persons for the position of permanent full-time Public Works Foreman Assistant, with anticipated start date being October 24th, 2022. This is an excellent career opportunity as it has the potential to transition into the Public Works Foreman position. Under the supervision of, and reporting to, the Foreman, the position entails 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 assistant 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 and a valid minimum Class 5 Saskatchewan driver's license.

Experience in a municipal public works and/or parks and recreation setting, Class 1 water treatment and distribution and wastewater treatment and collection certifications, mechanical experience, experience and certifications in heavy equipment operation and other equipment typical of a transportation services/public works/parks and recreation department, First Aid, and any and all other safety, public works, OH&S certifications are an asset, but not required.

Obtaining the above certifications while in the employ of the Town shall be a job requirement.

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.

Starting wage for this position will be \$24.00/hr. 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 and resume detailing qualifications, experience and education with a minimum of 3 references, to the Town of Duck Lake by 4 pm, October 14th, 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.