



District of Lakeland No. 521

Public Works Manager

The Community:

The District of Lakeland No. 521 is located in the heart of Saskatchewan lake country, serving the residents in and around Emma, Christopher, Anglin, and McPhee Lakes. The municipality is only 15 kilometers wide and 50 kilometers long, beginning at Christopher Lake and extending north to Timber Cove. The community offers an elementary school for Grades Kindergarten to Grade 8. Children complete grades 9 to 12 nearby in Prince Albert. The community offers a selection of family living options with proximity to urban amenities, golf courses, fishing, boating, beaches, camping and more await you.

Position Summary:

This is a full-time position reporting directly to the Chief Administrative Officer (CAO). The District requires a highly motivated and organized individual to assume leadership of the Public Works Department. The successful applicant will have several years of public works experience in a working managerial or supervisory role and possess excellent public relations skills.

Qualifications:

- The Public Works Manager will have experience in a supervisory or managerial role in the area of public works
- A valid Class 5 Driver's License will be required
- The individual will be highly motivated and organized and be able to supervise and coordinate a support staff
- Excellent public relations skills are required to deal with ratepayer inquiries and concerns
- Ability to operate various types of heavy equipment and conduct minor repairs will be mandatory
- Basic computer knowledge will be considered an asset
- Work well in a team environment with Council, staff and the public
- Maintain good communication with employees in a reasonable manner with respect
- Be willing to acquire and upgrade skills as requested by Council
- Become fully familiar with all of the municipality's equipment
- Address all ratepayers with respect when complaints are filed and report them to the Administrator or designate
- Currently process or be prepared to obtain certification on wastewater management after one year of employment.

Duties will include, but are not limited to:

- Coordinating public works projects as required
- Management and supervision of public works maintenance staff
- Respond to ratepayer inquiries and concerns
- Operation of various types of heavy equipment including training of other staff
- Perform minor repairs to municipal equipment as required
- Clearing trees, erecting and constructing signs
- Addressing all draining issues in the municipality
- Coordinate gravelling and dust control operations within the District
- Assist in preparing an annual budget for the public works department along with a 5-year capital plan
- Supervise landfill operator contract as required
- Work with various levels of government to ensure compliance with provincial regulations

Road Maintenance, repair and construction

- Ensure all roads are maintained and repaired on a priority basis as required by road conditions
- Ensure all roads are bladed in a professional and safe manner
- Coordinate all projects and work with the exception of major construction projects

Equipment Maintenance:

- Make sure equipment is in a safe operating condition – walk around and operational
- Expend for routine maintenance and repair, item as defined in the service manuals
- Make arrangements for major repairs to all equipment after conferring with the Administrator

Shop Maintenance:

- Keep track of shop inventory and ensure that all inventory is accounted for
- Maintain a neat and safe workshop environment

Health and Safety:

- Report all accidents, theft mishaps or incidents with the travelling public or ratepayer to the Administrator for liability, property and employee insurance administration
- Inspect for safety hazards and ensure safe working habits
- Conduct monthly safety meetings with the public works staff

General Duties:

- Manager is responsible for the maintenance personnel
- Organize and assign employee schedules and tasks, ensuring tasks are completed in a timely manner
- Supervise staff as necessary in carrying out services and projects
- Employee appraisals
- Prepare reports as required

Also Needed:

Strong written and oral communications skills, excellent public relations skills accompanied with a sensitivity to the needs of the public and elected officials. Must be able to set and manage budgets and resources, perform practical problem-solving, and work effectively with staff in a team environment. Will be required to provide technical input to develop policy, strategic plans, perform issues resolution and attend Council meetings. The ability to work effectively and efficiently, performing well under pressure while dealing with contentious matters. Must maintain strong attention to detail.

Other:

Salary will commensurate with experience. Benefits package provided.

Further information on the position may be obtained by contacting the District Office at (306)982-2010 or at office@lakeland521.ca

Cover letter and detailed resume marked “Public Works Manager” will be accepted until 4:00 p.m. on September 30, 2024 and may be mailed to the following address:

District of Lakeland No. 521
Box 27
Christopher Lake, SK S0J 0N0

Or emailed to: office@lakeland521.ca