

Employment Opportunity
Manager of Public Works

The Town of Smoky Lake is currently accepting resumes for a permanent, full-time Manager of Public Works. The Manager of Public Works will report to the CAO and is responsible for the coordination and execution of the day-to-day operations of the Public Works department.

Responsibilities:

- Plan, direct, supervise and manage the activities of the Public Works Department and employees.
- Coordinate, oversee and manage the maintenance of the Town roads, equipment, infrastructure, water distribution and gas distribution.
- Coordinate, monitor and manage the snow and ice removal as well as mowing, pruning and trail maintenance for the Town.
- Supervise, manage, and schedule employees and contractors.
- Coordinate and oversee projects.
- Assist with the development of the Public Works budget and monitor the Public Works budget.
- Implement and enforce Health and Safety program.
- Maintain accurate records, prepare reports, and prepare reports to present to Council.
- Respond to resident concerns.
- Perform day-to-day and emergency work related to maintenance, snow removal, mowing, road repairs, water operations, gas operations, event support and other duties in response to the needs of the municipality.

Qualifications / Education / Experience:

- Strong background in leadership, supervision and performance management.
- Strong written and verbal communication skills.
- Excellent computer and Microsoft Office proficiency.
- Grade 12 Diploma, or equivalent.
- Must possess and maintain a valid class 5 driver's license.
- Able to provide a clean RCMP Background Check and Driver's Abstract.
- Experience operating heavy equipment such as grader, loader, skid steer.
- Experience working for a Municipality or Township would be considered an asset.
- Gas Utility Operator level 1 and 2 and gas distribution experience would be an asset.
- Water Distribution certification and experience would be considered an asset.

Knowledge, Skills and Abilities:

- Ability to lead a team.
- Daily use of hand tools, power tools and operation of municipal vehicles and equipment.
- Must be able to perform duties to a high degree of quality, accuracy, timeliness, and precision.
- Effective communication skills and an ability to understand oral and written instructions.
- Critical thinking, troubleshooting and problem-solving skills.
- Ability to represent the Town in a professional manner.
- Self-motivated and able to work with minimal supervision.

Note: The above is not intended to be an exhaustive list of all the responsibilities and activities required for this position.

Working Conditions:

- A work week will consist of 40 hours per week.
- Moderate amounts of physical effort including bending, lifting, and walking.
- Duties shall be performed both indoors and outdoors in all weather conditions.
- Occasional overtime may be required.
- Must be able to work on-call as assigned.

Closing Date:

Applications must be received by November 14, 2023. Resumes will be accepted until a suitable candidate is found.

Interested applicants are invited to submit their resumes to: Human Resources, Personnel & Confidential, P.O Box 460, 56 Wheatland Ave, Smoky Lake, Alberta T0A 3C0 or electronically via email at hr@smokylake.ca. We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process.