

Village of Vibank

PUBLIC WORKS MANAGER
The Village of Vibank
1 Full Time Position
Department: Public Works
Status: Full-Time, Permanent
Date Posted: October 28, 2022
Date Closing: November 13, 2022
Number of Positions: 1

Reports to: Chief Administrative Officer (C.A.O.) and Council

Working Schedule: Permanent Full-time, and rotational on-call
Hours of Work: 7:30 – 12:00 & 1:00 – 4:30 (hours of work are flexible however 40 hours per week MUST be adhered to)

Duties:

The Village of Vibank requires a PUBLIC WORKS MANAGER immediately. The successful candidate will be responsible for the operation and maintenance of the municipal water and wastewater system, transportation department and public properties. Applicants must possess Grade 12 or equivalent, have a valid driver's license, have a good mechanical aptitude, and be able to perform manual labour. Experience in heavy equipment operation and maintenance is an asset. Must hold a Level 1 Water & Wastewater certification or be willing to work toward the required certification.

The successful candidate also must be able to work independently and will be required to work closely with Village administration to co-ordinate daily operations as required.

Salary Range is dependent on qualifications and experience. The Village of Vibank offers an extensive pension and benefits plan.

Experience:

Able to operate a grader
Able to operate other heavy equipment an asset
Understanding of Municipal governance and process an asset
Experience supervising employees
Familiar with municipal well water and water treatment plant an asset
Familiar with sewer system and lagoon.

Certification/Courses/License Preferred

Water Treatment	Class 2	Water Distribution	Class 1
Wastewater Treatment	Class 1	Wastewater Collection	Class 1
Transportation of Dangerous Goods		Confined Space Entry	
First Aid/CPR (an asset)		Valid Class 5 Driver's License	
Grade 12 Diploma or equivalent		Power Mobile Equipment (an asset)	

Foreman is responsible for maintaining and sustaining their C.E.U.'s
Successful candidates must possess or be willing to take courses in order to attain proper certifications.

Knowledge, Abilities and Skills (required for acceptance into the job or to be demonstrated within first 6 months of being hired to the position)

1. Perform critical work with accuracy
2. Ability to prioritize work at hand
3. Ability to respond to public requests within a timely manner
4. Ability to communicate effectively
5. Good communication, interpersonal, organizational, time management, analytical and problem solving skills
6. Ability to anticipate and balance multiple demands and priorities and meet deadlines
7. Ability to work with Council, Administration and co-workers

Required Personal Characteristics:

- Trustworthy and respectful
- Approachable and accessible
- Flexible and collaborative
- Positive attitude
- High standards of quality of work

How to apply:

Please forward your resume in confidence by **November 13, 2022 at 3:00 p.m.**, to **Village.of.vibank@sasktel.net** or mailed to Village of Vibank, Box 204 Vibank, Sk S0G 4Y0