

## **Village of Montmartre seeks full-time PUBLIC WORKS FOREMAN**

This is both a management and working foreman position with on-call required. Is responsible for the overall supervision, organization, and coordination of our Public Works and Utility Systems. Working with the Village Administrator, the Village Foreman is expected to operate within approved policies, programs, and budgets of the Village.

### **Qualifications:**

- Level 1 Water Treatment & Distribution and Wastewater certification or willingness to achieve.
- Experience in public works department an asset.
- Valid Driver's License, Class 5 minimum.
- Knowledge of OH&S regulations.
- Willingness to obtain Power Mobile Equipment Operator Certification and safety courses.
- Experience running heavy equipment and mechanical skills to repair and maintain equipment.
- Management, planning, supervising, evaluating and coaching skills.
- Ability to communicate effectively and maintain positive public relations.
- Grade 12 or GED equivalent.
- Knowledge of computers and various software.
- Provide a clear Criminal Record Check.

### **Specific Responsibilities:**

Duties include but are not limited to the coordination and overall operations of:

- Water and Wastewater operations with compliance and reporting as set out by senior levels of government.
- Water Treatment Plant and duties related to treatment of water including regular testing.
- Maintenance and operation of the municipality's infrastructure, buildings and equipment.
- Road maintenance and drainage issues.
- Supervising and directing staff.

The Village of Montmartre offers a benefit package and a wage that is negotiable, depending on experience and qualifications. The position will remain open until filled.

### **Submit resume with references to:**

Village of Montmartre  
PO Box 146  
Montmartre, SK S0G 3M0

Email: [rm126@sasktel.net](mailto:rm126@sasktel.net)