

Public Works Foreman; Town of Two Hills

A perfect blend of town and country, Two Hills (located northeast of Edmonton) is a smaller, but fully serviced community with a population of 1232 residents. The Town is situated close enough to Edmonton (approximately 1 ½ hours) to enjoy the benefits our capital city has to offer, but far enough to enjoy a contemporary lifestyle without the problems and congestion of big city living.

The Town of Two Hills is seeking a leader to take on the role of Public Works Foreman, which would include overseeing municipal public works, parks and recreation operations, water and wastewater, and some development. The right candidate will have leadership skills in organization, planning, supervision, problem-solving, public relations, and financial management.

The hours of work are 40 hours per week; and (when required), to be on Stand By.

Qualifications:

- Level 1 Alberta Environment Certificate in each Water Treatment and Distribution
- Level 1 Alberta Environment Certificate in each Sewage Treatment and Distribution
- Advanced experience with hand and mechanical tools
- Advanced experience and operation of light/heavy equipment in relation to various facility equipment (including motor grader, loader/backhoe, street sweeper, etc.)
- Knowledge of municipal infrastructure systems
- Valid Alberta Class 3 and Class 5 Operators permit
- Standard First Aid/CPR certificate
- WHMIS/TDG certification
- Equipment and trenching safety
- Confined Space Entry
- Education minimum Grade 12 or equivalent
- Basic knowledge of computer programs/applications
- Minimum of five years related management experience in the public works field
- Knowledge of current municipal engineering practices and fleet operation
- Effective organizational, analytical, oral and written skills
- Strong management and interpersonal skills with the ability to use tact, diplomacy and mature judgement
- Ability to prioritize and organize work assignments of self and staff, provide effective supervision, delegate authority and responsibility, instruct/teach; and schedule and program work on short and long term basis.
- Experience in budget preparation and inventory controls
- Present a good knowledge of safety standards and best practises

The position offers a competitive salary, dependent on experience and certification level, and a comprehensive benefits and vacation package.

Interested applicants are invited to submit their resume to the undersigned. Please note upon hiring the successful candidate will be required to provide a police criminal record check and a driver's license abstract.

Scheduled Start Date: ASAP

We thank all applicants in advance for their interest. However, only those applicants who will be interviewed will be contacted.

All resumes, and personal information provided therein, will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information that you provide to the Town of Two Hills is being collected solely for the purposes of applying for employment.

Submit Resume to: Town of Two Hills, ATTN: C.A.O. Box 630, Two Hills, AB T0B 4K0