

## TOWN OF ITUNA – JOB OPPORTUNITY

### TOWN FOREMAN

The Town of Ituna is a vibrant community seeking a highly motivated individual for the position of Town Foreman.

The successful applicant will demonstrate a high work ethic with the ability to work independently and also as part of a team. Good public relations and strong leadership skills are essential. Reporting to the Town Administrator, the town foreman will supervise, organize, coordinate, control and execute all functions of the public works, maintain the town infrastructure, the water treatment and distribution plant (Class II) as well as the waste water treatment and collection facilities (Class II)

Duties to include but not limited to:

- Maintain and operate water treatment and distribution plant, lift stations as well as maintain and operate waste water treatment and collection facility.
- Supervision and management of all public works staff.
- Must have experience in operating a grader, bobcat, mower, street sweeper and other heavy duty equipment.
- Experience in the maintenance of road, water and sewer infrastructures.
- Must have mechanical and computer aptitude.
- Must possess or willing to obtain required certificates (first aid, WHIMIS)
- Provide monthly schedules/reports for public work staff.
- Provide training to staff members on equipment as required.
- Provide maintenance logs on all equipment.
- Prepare and monitoring of the annual public works budget.

Qualifications for this position:

- Must possess a minimum Grade Twelve or equivalent
- Must possess a valid Class 5 Drivers license
- Must possess Certified Water Treatment and Distribution Class II credentials
- Must possess Certified Waste Water Collection and Treatment Class II credentials
- Power Mobile Equipment Certificate is an asset

This position requires some shift work, call back and standby including nights and weekends, therefore residency will be required. We offer a competitive benefits and pension package.

Interested candidates are encouraged to visit our website [www.ituna.ca](http://www.ituna.ca) for more information on the facilities and amenities of Ituna.

Please submit a covering letter, detailed resume, complete with three references to:

Town of Ituna

ATT: Susan Ross, Administrator

Box 580

Ituna, Sask. S0A 1N0

Fax: 30.795.3330

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

Phone: 306.795.2272

The Town of Ituna appreciates the interest of all applicants; however, only those selected to be interviewed will be contacted. Candidates chosen for an interview will be required to provide a current driver's abstract as well as a criminal record check.