Employment Opportunity

Public Works Maintenance Labourer

The Village of Spring Lake is a quaint yet growing municipality that is looking for a full-time Public Works Maintenance Labourer. If you enjoy working in an environment that encourages development and teamwork while looking at the big picture, this position will interest you. We are looking for a career-minded individual to provide various municipal services with the Public Works Department to residents.

Responsibilities

- Perform the maintenance and repair of Village roads, including pothole repair, crack sealing, street-sweeping and signage.
- Perform comprehensive snow and ice control plans; ensure timely and efficient clearing of roadways, trails and public areas during the winter weather events.
- Perform the maintenance and repair of the Village's drainage infrastructure, including catch basins, culverts, and drainage ditches.
- Perform the maintenance and repair of the Village's greenspaces and trails including landscaping.
- Perform maintenance and repairs of all Public Works equipment and tools.
- Perform minor construction, repair projects and general upkeep of Village owned facilities and recreational structures and parks.
- Provide additional supervision of seasonal employees.
- Collaborate with other village departments and employees, contractors, and external stakeholders to plan and execute projects related to Village infrastructure improvements.
- Respect and follow Health and Safety protocols, policies, procedures, processes, and standards to ensure a safe working environment for employees and the public and Municipal policies, and bylaws.
- Maintain accurate records, prepare reports, and submit documentation related to service area activities, including work orders, maintenance logs, budgetary reports, and performance metrics.
- Respond to inquiries from residents as required.
- Maintain confidentiality of employees, ratepayers, and municipality business as defined by the Municipal Government Act and Freedom of Information and Protection of Privacy Act.
- Attend seminars and training programs as may be beneficial or necessary to remain qualified to perform the duties of the position as directs.
- Perform in-field activities, including but not limited to roads, drainage, construction, equipment, and parks and recreational maintenance and repairs, and other duties.

Education, Qualifications and Work Experience

- A minimum of grade 12 or equivalency diploma.
- Previous experience or equivalent combination of experience in public works, construction, road and highways, or parks and recreation maintenance is an asset.
- Strong interpersonal, oral, and written communication skills.
- Strong attention to detail, with the ability to prioritize and plan effectively to meet deliverables and adapt to changing priorities.
- Good physical fitness in order to perform manual labour and assigned duties in all weather conditions.
- A valid Alberta class (5) driver's license.
- Certificates in first aid, construction safety, etc. will be considered an asset.

The Village of Spring Lake
990 Bauer Avenue, Spring Lake, AB T7Z 2S9 • Phone: (780) 963-4211 • Fax: (780) 963-4260
Email: villageoffice@springlakealberta.com • www.springlakealberta.com

Employment Opportunity

Knowledge, Skills and Abilities

- Knowledge of parks and transportation maintenance practices, techniques, and regulations.
- Knowledge in the operation and basic repairs of equipment used for ground and road maintenance.
- Understanding of road repair, snow and ice control, traffic control systems, landscaping, and storm/drainage maintenance.
- Excellent organizational and project management abilities, including the capability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Proficiency in interpreting and implementing municipal bylaws, regulations, and Occupational Health and Safety standards.
- Ability to build various carpentry and municipal projects including landscaping, playgrounds and signs.
- Computer software knowledge with Microsoft Office Suite of tools and other database and spreadsheet applications, will be considered an asset.
- Effective communication and interpersonal skills to work with the team, and liaise with internal departments, contractors, and community members.
- Ability to identify and implement improvements for departmental efficiencies.
- Ability to provide a clear criminal record check and driver's abstract that is satisfactory to the Village.

What We Offer

- Benefits (Include Health, Dental, Vision and Life Insurance).
- Employee Family Assistance Program.
- Paid personal day each month.
- Competitive wage.

Please submit your resume along with cover letter to:
Village of Spring Lake
990 Bauer Avenue
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Email: villageoffice@springlakealberta.com
Fax: (780) 963-4260

Resumes will be accepted until a suitable applicant is chosen.

Applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.

The Village of Spring Lake is an equal opportunity employer. We celebrate diversity and encourage applications from all qualified individuals. The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act