

VILLAGE OF WARBURG

FULL-TIME EMPLOYMENT OPPORTUNITY

POSITION TITLE: PUBLIC WORKS/MAINTENANCE EMPLOYEE

The Village of Warburg, with a population of approximately 766, is located on Highway 39 approximately 1 hour from Edmonton.

POSITION SUMMARY: - Responsible for efficient implementation of the overall upkeep, repair and replacement programs of all existing municipal property and facilities.

The Village is looking for a highly motivated and well-organized individual to fill this position in a team environment, to work with other Public Works Employees. The full-time position is based on 40 hours per week. Reporting to the Municipal Administrator, the individual will work in all aspects of daily operation of the Public Works Department in Warburg, including water, sewer, roads, parks, general maintenance, and equipment maintenance.

DUTIES AND RESPONSIBILITIES:

- To implement approved programs to repair and maintain or replace transportation structures, i.e. grading, gravel lanes and roads, boulevards, patch paving, fill cracks, sidewalks, curbs and gutters, draining ditches, street and traffic signs, street sweeping and flushing, ice and snow removal.
- Responsible for any other maintenance work assigned, when and where required.
- Responsible directly to the Municipal Administrator for all activities.

Mandatory conditions of employment include:

- Possess a high school (grade 12) diploma or equivalency
- Possess a Class 5 Operators License
- Necessary skills to operate heavy equipment such as a grader and skidsteer
- Demonstrate initiative, motivation and co-operation
- Ability to complete work as per schedule with minimum supervision
- Possess good communication skills
- Good judgment and discretion is required to deal with the public
- Ability to perform physical labor
- A good mechanical aptitude.
- Able to provide a Criminal Record Check.

Must be willing to:

- Complete Level 1 Water and Wastewater Certificates, or be qualified to obtain the certificates within two years of employment
- Work week-ends, as required (i.e. water breaks or other emergencies)

The position includes a comprehensive pension and benefits package.

Application deadline is 4p.m. July 16, 2018 or until such time that a suitable candidate is hired. Candidate resumes, including references are to be submitted to:

Christine Pankewitz, Municipal Administrator at: Village of Warburg, Box 29, Warburg AB T0C 2T0 or [village@warburg.ca](mailto:village@warburg.ca) or faxed to: 780-848-2296 or delivered to 5212-50 Avenue, Warburg.

*The Village of Warburg thanks all applicants for their interest but advises that only those selected for an interview will be contacted.*