



**THE TOWN OF THE PAS
REQUIRES A
PUBLIC WORKS SUPERVISOR
FULL TIME PERMANENT POSITION**

Reporting to the Municipal Superintendent, the Public Works Supervisor will play a critical role in directing and coordinating the safe and efficient day to day operations of Town of The Pas.

QUALIFICATIONS:

- Grade 12 diploma; additional related post-secondary education is an asset
- Valid Manitoba Driver's License – Class 3 with air brake endorsement
- Five (5) years' experience in the construction industry – preferably in a municipal organization;
- Two (2) years' experience in operating heavy equipment and other equipment normally used within a municipal organization;
- Three (3) years' experience supervising personnel, preferably in a municipal environment;
- Successful completion of Grade 12 (or equivalent GED as recognized by the Province);
- Possess a Valid Class 3 Manitoba's driver's license with air brake endorsement;
- Strong organizational, decision making, analytical and problem solving skills;
- Effective written and verbal communication skills;
- Strong working knowledge of Workplace Safety and Health Regulations in the Province of Manitoba;
- Satisfactory results from a Criminal Records Check, Vulnerable Persons & Child Abuse Registry Check (*policy requirement*).

GENERAL DUTIES:

- Supervises operations, maintenance, repair and minor capital construction.
- Plans, organizes and directs the activities of all Public Works employees.
- Ensures optimum crew sizes, proper equipment and machinery are assigned and materials are available for work assignments.
- Schedules the repair, servicing and maintenance of equipment with Public Works employees, in accordance with the Collective Agreement and Town policy.
- Liaise with Municipal Superintendent on all personnel matters.
- Supervise, train and schedule Public Works employees, in accordance with the Collective Agreement and Town policy.
- Performs administrative tasks including record keeping (time & equipment sheets), requisitioning supplies and materials, and assisting in preparing budget estimates.
- Receive and ensure after-hours service/emergency calls are responded to in a timely and appropriate manner.

- Receive and respond to public inquiries and complaints.
- Maintain positive working relationships with other organizations and Town Departments.

The Qualifications & Duties listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Public Works Supervisor Job Description, a copy of which is available on request and will be provided to all Interviewees.

WAGE RATE: As Per Collective Agreement, **\$33.31** per hour

HOURS OF WORK: Monday to Friday as per Collective Agreement

START DATE: ASAP

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba

Applications will be accepted up to **August 14th, 2018 and should be directed to:**

**Keri-Lee Zaharia - CPHR, Human Resource Officer
P.O. Box 870,
The Pas, MB. R9A 1K8**

Email: keriz@townofthepas.ca

Fax: (204) 623-5506

We thank all candidates for their interest however only those selected for an interview will be contacted