



Career Opportunity

Public Works Coordinator

Closing Date

Applications must be received by 5:00pm on May 19, 2022.

How to Apply

Interested candidates must apply by submitting their resume and salary expectations to cao@rosshaven.ca. Selected applicants will be subject to an interview process. All candidates that apply will be contacted.

Role

Reporting to the Chief Administrative Officer, the Public Works Coordinator is responsible for the upkeep of public areas, maintenance of village assets and the removal of garbage and compost. The Public Works Coordinator will also act as the Director of Emergency Management for the Summer Village of Ross Haven. Duties would also include any other Public Works tasks assigned by the Chief Administrative Officer. This is a full-time permanent position, consisting of 40 hours per week, with standard work hours of 7:30am to 4:30pm. Work hours may fluctuate based on special circumstances.

Responsibilities

- Serve as the Summer Village of Ross Haven's Director of Emergency Management.
 - Complete seasonal maintenance and operating activities as per the defined service levels. This includes, but is not limited to snow removal, grass cutting, culvert cleaning, and street and ditch sweeping.
 - Provide orientation, including review of safety plans, for contractors coming into the village. Oversee their work, ensuring proper completion and cleanup.
 - Remove garbage and compost items from the village on weekly basis.
 - Ensure the two shops, office area, and washroom is kept in a neat and clean condition.
 - Inspect and ensure village equipment is in proper operating condition. Perform basic preventative maintenance on lawn mover, skid steer, truck, trailer, and other equipment.
 - Provide skid steer and steamer services for hire as requested.
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Responsibilities (continued)

- Procure, order and receive items for the general operation and upkeep of the Public Works function.
- Oversee and provide work instructions to our summer student or casual labour.
- Complete projects and assignments as required.

General Expectations

- Ensure compliance with all relevant legislation, regulations, and safety requirements.
- Positively represent the village, Chief Administrative Officer and Council.
- Communicate respectfully and professionally.
- Record, respond to, and complete all reasonable requests. Deal with any issues as they arise.
- Proactively address, complete, and record items that need attention within the village.
- Escalate issues or items to the Chief Administrative Officer as required.
- May be required to attend evening meetings or respond to emergency situations.
- Provide monthly reporting on all requests and issues.

Skills

- Must be physically capable of performing a wide variety of physical tasks including walking, sitting, lifting, crouching, or kneeling for extended periods of time.
- Job requires ability to work with tools, lumber, and other materials.
- Able to communicate effectively in person, in writing, or by email.
- Able to analyze maintenance issues and problems.
- Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination.
- Use and knowledge of Personal Protection Equipment will be required.

Qualifications

- Grade 12 education or GED.
 - Proficient with computers, specifically Outlook and Excel.
 - Valid Class 5 Alberta's Drivers License.
 - Must be able to lift 50 lb objects repeatedly during the workday.
 - Suitable training and experience with the operation of a skid steer and commercial lawn mower is considered an asset.
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