



Employment Opportunity

PUBLIC WORKS LEAD HAND

Permanent Full-Time

Expires: When Filled
Start Date: Immediate

The Town of Rosthern invites applications from qualified persons for the position of a permanent full-time Public Works Lead Hand. Under the general direction of the Municipal Operations Manager, the incumbent is responsible for the organizing and directing of all related works associated with transportation services, water and sewer operations, transfer station, and the municipal operations building. For a detailed job description visit: www.rosthern.com

REQUIRED EXPERIENCE & QUALIFICATIONS

- Grade 12 or equivalent.
- Must maintain a valid Saskatchewan Class 5 Drivers License.
- A minimum of two (2) years supervisory or management experience in a municipal public works setting.
- Certification in:
 - Water Treatment and Water Distribution Certification 2
 - Wastewater Collection and Wastewater Treatment Certification 2
- Knowledge of water related maintenance and basic care of water treatment plant lift stations, lagoon, and distributions system.
- Experience in heavy equipment operation including but not limited to, grader, loader, and other equipment typical of a Transportation Services/Public Works/Parks and Recreation Department.
- Knowledge of basic care and maintenance of vehicles and equipment would be an asset.
- Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.
- Standard First Aid, CPR, AED, and WHMIS training.
- Demonstrated proficiency in English, both written and verbal.
- Knowledge of the Occupational Health and Safety Act of Saskatchewan.
- Ability to manage time efficiently and effectively, work unsupervised, and team-minded individual.
- A satisfactory criminal record is required.

The wage range for this position is \$\$35.55 to \$40.87 per hour. The Town of Rosthern is an equal opportunity employer and offers a comprehensive benefits package. It is expected that the successful candidate must reside in or within 15 minutes of the community for on-call duties.

Qualified applicants should submit their resume detailing qualifications, experience and education, along with 3 references to:

Cortney Larsen, CAO
Town of Rosthern
PO Box 416
Rosthern, SK S0K 3R0
Phone: (306)232-4826
Email: cao@rosthern.com

We thank all applicants, but only those chosen for an interview will be contacted.

POSITION TITLE: PUBLIC WORKS LEAD HAND
REPORTS TO: Municipal Operations Manager
REPORTS: Equipment and Utility Operators, Transfer Station Operator, Seasonal Labourers
Date APPROVED: June 2023
Date REVISED: August 2025

PRIMARY DUTIES:

- 1) Supervision of Staff and Works
 - a) Directly supervises all staff assigned to the Public Works Department to ensure the work being performed is completed to the established standard.
 - b) In consultation with the Municipal Operations Manager, develops daily, weekly, monthly and annual staff work plans and staff work schedules.
 - c) Supervises contractors in the performance of work contracts and ensures that the Town standards and construction specifications are adhered to.
- 2) Operations and Maintenance
 - a) Performs the duties of the Utility Operator including On-Call duties.
 - b) Performs the duties of the Equipment Operator.
 - c) Ensures that appropriate and accurate records of work performed are generated, maintained and securely stored for future reference.
 - d) Ensures that Town equipment is kept in good working order and ensures regular maintenance is performed on all equipment.
 - e) Directs and takes part in the installation, maintenance and operation of all water and sewer infrastructure including supply, distribution, treatment and any associated facilities.
 - f) Directs and takes part in the installation, maintenance, repair and cleaning of all streets, lanes, roadways, lighting and signage within the Town.
 - g) Mobilizes and directs the resources of the department to address and resolve any critical incidents or emergencies, including equipment or infrastructure breakdown and adverse weather conditions.
 - h) Assists in the development, implementation and ongoing evaluation of a maintenance management program for all town infrastructure.
- 3) Collaboration with Parks & Recreation Department
 - a) Works in conjunction with the Parks & Recreation Department Lead Hand to accomplish the most effective and efficient method to operate the two departments, including sharing resources when necessary.
- 4) Health & Safety
 - a) Establishes and maintains a program of occupational health and safety to ensure that department activities are conducted in full compliance with all professional standards and legislative requirements.
 - b) Ensure staff complete work in a safe manner, adhering to safety standards.

- 5) Financial & Budgeting
 - a) Assists with ordering and purchasing of supplies and equipment, within the limits set by policy, and recommends any required purchases above those limits.
 - b) Assists in the identification and preparation of multi-year capital projects and budgets and annual operating budgets.
- 6) Policies & Procedures
 - a) Assists in the development of policy, procedures and programs for accomplishing approved objectives, including the development of methods, standards, scheduling and reporting systems for an effective delivery of municipal services.
- 7) Fosters and maintains a positive working atmosphere and relationship with all staff and management.
- 8) Performs other duties as assigned.

SPECIFICATIONS:

Experience & Qualifications

- Grade 12 or equivalent.
- Must maintain a valid Saskatchewan Class 5 Drivers License.
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- Certification in:
 - Water Treatment and Water Distribution Certification 2
 - Wastewater Collection and Wastewater Treatment Certification 2
- Knowledge of water related maintenance and basic care of water treatment plant lift stations, lagoon, and distributions system.
- Experience in heavy equipment operation including but not limited to, grader, loader, mowers, tractors and other equipment typical of a Transportation Services/Public Works/Parks and Recreation Department.
- Knowledge of basic care and maintenance of vehicles and equipment would be an asset.
- Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.
- Standard First Aid, CPR, AED, and WHMIS training.
- Demonstrated proficiency in English, both written and verbal.
- Knowledge of the Occupational Health and Safety Act of Saskatchewan.
- Punctual, energetic & self-motivated individual.
- Ability to manage time efficiently and effectively and work unsupervised.
- A satisfactory criminal record is required.

Accountability/Responsibility

Under the general direction of the Municipal Operations Manager, the incumbent is responsible for the organizing and directing of all related works associated with transportation services, water and sewer operations, transfer station, and the municipal operations building.

It is a requirement of this position to work as team with other departments.

The position has the authority to proceed to the written warning stage of the progressive discipline system for department employees. Employee actions could result in a major loss of time and/or resources and have a serious impact on the Municipality's public image.

UNIQUE POSITION REQUIREMENTS

- 1) Work week and schedule may involve working evenings and weekend shifts.
- 2) Rotational on-call shifts over weekends and stat holidays as required.
- 3) Emergency response as directed.
- 4) Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisors, other staff, and the general public; as well as support and project values compatible with the organization.
- 5) Working conditions contain moderate risks which require planned safety precautions for limited periods of time and may be subjected to inclement weather when conducting site inspections.
- 6) May be required to attend evening meetings and all regular or any special Council meetings as scheduled.
- 7) Knowledge of current legislation (workplace safety & health, employment standards, water and wastewater, environment etc.), understanding of municipal budgeting and knowledge of road construction and drainage systems.

EQUIPMENT AND IT/SOFTWARE OPERATED OR USED:

- Grader, backhoe, tool cat, street sweeper, multi-functional wheel loader and 3-ton truck.
- Half ton trucks.
- Small engines, pumps and a variety of tools such as hammer drills, gas grass whippers, small chainsaws, saws, packers, pressure washers.
- Cleaning equipment such as brooms, mops, scrubbers.
- Calibration equipment.
- Fall arrest, SCBA and other safety equipment.
- Two-way radios.
- Microsoft Office and other software used for communications, tracking, and mapping.

Incumbent

Chief Administrative Officer

Date