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# VILLAGE OF MUENSTER

## Career Opportunity VILLAGE PUBLIC WORKS FOREMAN

Application Deadline: Until position has been filled

*Muenster is located in the heart of a vibrant industrious hub, where personal and professional opportunities are abundant. We are located 10 km East of Humboldt, Saskatchewan on Hwy #5.*

*Muenster offers truly exceptional personal and recreational opportunities for individuals and families including elite level baseball programming for all ages, hockey for all age groups, book clubs, snowmobile trails, curling, educational institutions including a vibrant grade K-12 school with full extra curricular activities and St. Peter's College where first and second year university programming is offered and so much more!*

*Muenster Cooperative Childcare Center is in the works and we can not wait to welcome more families to experience our quality of living. Summer and winter activities are affordable and abundant as there are multiple lakes, trails and outdoor options located within our community and region.*

The Village of Muenster is seeking an individual with strong professional judgement, strong critical thinking ability, mechanical ability and organizational skills.

The Village Public Works Foreman manages and executes the daily operations of the public works department. The Foreman is responsible for the safe and efficient delivery of services. These services include;

- Transportation and Roads Construction/Maintenance,
- Water Collection and Distribution, Wastewater and Lagoon Operations,
- Decommissioned Landfill, Sanitation services,
- Facilities Maintenance and Equipment/Grader Operation and Maintenance,
- Village Grounds/Greenspace Maintenance and various other duties as assigned.

The Foreman will act as liaison with consultants, developers, contractors and utility companies constructing or providing services to land, facilities or operations of the Village. The Foreman will construct budgets, reports and participate in long range capital planning. The Foreman will be required to develop a positive and proactive customer service philosophy to work with public inquiries, complaints and related municipal issues. The Muenster Public Works Department consists of one employee – the Village Foreman. The successful application must be comfortable working alone. Seasonal workers are contracted to assist as necessary for snow removal and summer maintenance.

**Certification/Courses** (Not mandatory but an asset. Village is willing to train.)

- First Aid/CPR
- Confined Space Entry
- Power Mobile Equipment Operation

### Qualifications

The successful applicant must

- Grade 12 Diploma or equivalent
- Class 5 driver's license
- Project management experience
- Provide a current criminal record check.
- Have experience and Operator Certification with municipal systems;
  - Class 1 Water Distribution,
  - Class 1 Wastewater Treatment
  - Wastewater Collection
- **-OR is willing to work toward** these designated certifications.

### Required Personal Characteristics

- Community minded, focussed on best interest of the community
- Trustworthy and respectful
- Approachable and accessible
- Flexible
- Positive attitude
- High standards of quality of work

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**Knowledge, Skills and Abilities** (required for acceptance into the job or to be demonstrated within the first 6 months of being hired to the position)

- Road Grader Operation
- Skilled at using hand tools
- Perform critical work with accuracy and to completion
- Ability to prioritize a demanding work environment
- Ability to respond to public requests in a timely manner
- Ability to communicate effectively
- Analytical problem solving skills
- Organization skills, Ability to anticipate, prioritize and balance execution of tasks to meet deadlines.
- Ability to work with Council, Administration and co-workers.

Detailed job description available upon request.

Typical work schedule is Monday to Friday 8:00 am to 4:30 pm. Mandatory daily water testing duties can be shared with contracted assistance. Expect periodically being required to work outside of regular hours pending snow removal, water/sewer responsibilities, etc, as necessary. Competitive salary and excellent benefit package offered.

Applicants should submit a detailed resume, including references, date of availability and salary expectations as soon as possible to:

Jan Sylvestre, Administrator  
**Village of Muenster**  
**Box 98**  
**Muenster, SK S0K 2Y0**  
or  
Email to: [muenster@sasktel.net](mailto:muenster@sasktel.net)  
Phone: 306-682-2794  
Fax: 306-682-4179



*The Village of Muenster wishes to acknowledge we live, work and grow on this land located in Treaty 6 Territory, the Homeland of the First Nations and Métis. Staff and Council of the Village of Muenster begin our journey of understanding reconciliation through education and open conversation.*