



Town of Duck Lake

Public Works Foreman

The Town of Duck Lake invites applications from qualified persons for the position of a permanent full-time Public Works Foreman. Reporting to the CAO, the Public Works Foreman will be responsible to manage all aspects of transportation services, water treatment plant and distribution, sanitary sewer collection and disposal, recreation facilities, public parks and playgrounds, green spaces, town owned buildings and all other town operations. This is a working foreman position and includes being appointed as the designated water treatment plant operator.

The applicant must have the following or qualifications considered equivalent:

- A Grade 12 or GED completion
- A minimum of 2 years supervisory experience in a municipal public works and/or parks and recreation setting
- Class 1 water treatment, water distribution and wastewater treatment and collection certifications or willing to obtain certification
- Excellent public relations and communication skills
- Be self-motivated, able to manage time effectively and work as part of a team
- Experience in heavy equipment operation and other equipment typical of a transportation services/public works/parks and recreation department
- A valid minimum Class 5 Saskatchewan driver's license
- First Aid, Equipment certifications including Zamboni certification, power mobile equipment and all other safety, public works, OH&S certifications are an asset

Work week and schedule will vary, and the position requires rotating weekly and weekend on-call responsibilities as well as attending occasional council meetings.

The ability to quickly respond to emergencies is extremely important and it is expected that the successful incumbent be willing to reside in, or close to, the Town of Duck Lake.

Wage will be based on qualifications, certification and experience. The Town of Duck Lake offers a comprehensive health and benefits package and pension plan. Successful candidate will be required to submit a criminal record check and a vulnerable sector check.

Applicants should submit a cover letter, resume detailing qualifications, experience and education with a minimum of 3 references, and wage expectations to the Town of Duck Lake by 4 pm, June 30th, 2025 (or until the position is filled). Resumes will be accepted by mail, email, facsimile or in person to: Town of Duck Lake, 301 Front Street, Box 430, Duck Lake, SK, S0K 1J0. Phone (306)467-2277 Facsimile- (306)467-4434. Email- info@ducklake.ca.