



Address: Box 180, 5021-50 Street, Andrew, AB T0B0C0

Phone: 780-365-3687

## **NOW HIRING**

### **JOB DESCRIPTION – PUBLIC WORKS LEAD**

**Responsibilities:** Reporting to the Chief Administrative Officer, the Public Works Lead is responsible to work alongside the public works labourers and other Village staff to support the operation and function of a variety of construction and maintenance equipment, and for performing manual labor activities as needed by the Public Works department including but not limited to:

- Operate all equipment used in maintenance of streets, utilities and other public works functions.
- Perform manual labour as necessary, such as shoveling, lifting heavy objects, and trimming of brush and trees.
- Undertake all preventative maintenance, repairs, and operation of all equipment.
- Assume on-call or standby duties on a rotation basis.
- Must adhere to all safety standards under the Occupational Health and Safety Act and pursuant regulations, village policies and procedures and WHMIS guidelines.
- Flush, clean and maintain water, storm and sanitary lines, mains and facilitates, including hydrants and valves associated with system.
- Drive/operate the garbage truck and other equipment such as the grader, as required.
- Assist with the coordination of projects.
- Bring forth areas of concern and suggested maintenance.
- Assist with developing seasonal work plans and policies.
- Performance of other duties and responsibilities as assigned.

### **Qualifications:**

- Must have an Alberta Motor Vehicle Operator's Class 5 License
- Minimum of 5 years equipment experience is preferred
- Up to date drivers abstract
- Grade 12 education or equivalence
- Strong mechanical aptitude is a must

Please email all resumes to the attention of Kylie Rude, CAO at [cao@liveinandrew.com](mailto:cao@liveinandrew.com) or pop by the Village Office to drop off your resume in person. We thank everyone for applying. Please note only shortlisted applicants will be contacted once the interview process commences. Thank you!