



**RM OF BLAINE LAKE**  
**No. 434**

Saskatchewan

**Rural Municipality of Blaine Lake #434**

**Office of the Administrator**

PO Box 38, 118 Main Street, Blaine Lake, SK, S0J 0J0

Ph: (306) 497-2282

Fax: (306) 497-2423

Email: [rm434@sasktel.net](mailto:rm434@sasktel.net)

January 25, 2021

**The RM of Blaine Lake #434 is looking to hire a Part-Time Public Works Administrator (PWA).**

The PWA position is an out-of-scope management position, reporting to the RM Administrator and the Reeve and Council.

Applicants must be heavy equipment certified; be mechanically inclined; maintain good work ethic; be able to work unsupervised; and should have experience with working in a unionized environment. *Documentation is a crucial, daily component of this position.*

**Overview:** The Administrator of Public Works is responsible for the direction and administration of all RM infrastructure, buildings, equipment, supervision, training, legal obligations, employee safety, planning, budgeting, coordination, efficiency, and discipline of the day-to-day operations of the PW Department and crew.

**Credentials/Experience:**

- Effective management, team building, leadership and supervisory strengths, with a commitment for continuous improvement.
- Familiarity with related legislation and other relevant provincial statutes.
- Experience with development and management of departmental capital and operational budgets.
- Familiarity with union negotiations and human resource requirements and legislation.
- Personal initiative with good planning and organizational skills as well as a high degree of integrity and professionalism.
- Strong capability to identify needs, plan and develop goals, priorities and other outcome measures.
- Proven skills in implementation of policies and procedures to ensure a safe, efficient workplace.
- Certificates/Licenses/Registration: Must possess a valid SK class 5 or better driver's license; current WHMIS certification; Powered Mobile Equipment (PME); Fall arrest; Worksafe Supervision & Safety; TDG; First Aid level A; Lockout/Tagout; Fire Safety; GED Gr. 12.
- A Criminal Record Check is required and updated as required by municipal policy
- Intermediate skill level is required for Email and Microsoft Office software

*A complete Job Description is available upon request.*

*To be considered, your application must:*

~state that you are applying for the position of the PWA; and

~include your resume which outlines your relevant experience and certifications; and

~include your salary expectations.

***We thank all those that apply, however, only those being considered for further assessment will be contacted. This position will remain vacant until a suitable candidate is found.***