



TOWN OF ECKVILLE

Employment Opportunity

The Town of Eckville is seeking a dedicated and experienced **Public Works Foreman** with Water/Wastewater certification to lead our Public Works Department. This is a supervisory role that also requires hands-on involvement in labour projects and equipment operation. The Foreman will be responsible for the day-to-day planning, organizing, scheduling, and supervision of all public works operations, employees, programs, and projects.

The starting wage for this full-time, permanent position is \$40.66 per hour.

Key Responsibilities:

Infrastructure Maintenance:

- Streets, sidewalks, and alleys
- Water infrastructure: treatment plant, reservoir, mains, services, meters, hydrants
- Sewer infrastructure: lagoons, aerators, lift stations, mains, services, manholes

Facilities & Equipment:

- Minor maintenance of town-owned buildings, vehicles, equipment, parks, playgrounds, and cemetery
- Operation and maintenance of equipment including loaders, skid steers, sweepers, dump trucks, etc.

Operational Duties:

- Plan and manage daily, weekly, seasonal, and annual work projects
- Prepare written reports and proposals
- Assist with garbage and recycling programs
- Install/remove snow fences and seasonal decorations
- Maintain Town Shop and equipment
- Act as Senior Utility Operator for water and wastewater systems
- Ensure safety compliance with OH&S legislation
- Train and supervise staff effectively

Required Knowledge, Skills & Abilities:

- Strong leadership and team management skills

- Excellent organizational and planning abilities
- Ability to work independently and follow instructions
- Knowledge of water and wastewater operations
- Familiarity with OH&S regulations, Employment Standards, and municipal policies
- Good physical condition and ability to perform manual labour
- Strong communication and public relations skills
- Willingness to upgrade skills through training and courses

Education & Experience:

- High School Diploma or GED (minimum)
- Experience in public works, labour, and equipment operation
- Valid Class 3 Alberta Operator's License with "Q" air brake endorsement
- Certification in:
 - Level 1 Water Treatment
 - Level 1 Water Distribution
 - Level 1 Wastewater Treatment
 - Level 1 Wastewater Collection
- Safety training including:
 - First Aid
 - WHMIS
 - TDG
 - Confined Space Entry
 - H2S Alive
 - Ground Disturbance
 - CSTS

How to Apply:

Interested candidates are invited to submit a resume and cover letter to jackramsden@eckville.com by Tuesday, September 2, 2025.