

Job Advertisement: Part-Time Assistant to the Town Foreman

Position Title: Part-Time Assistant to the Town Foreman

Location: Town of Asquith

Compensation: Wage based on experience. Employee pension contributions are matched through MEPP. Benefits available after 3 months of employment.

Hours: 8:00AM-4:00PM Monday-Friday on half-time basis. Approximately 14-21 hours per week, increasing to 35 hours and after hours on-call when covering for Town Foreman holidays.

Term: Temporary with no fixed end date and possibility of conversion to permanent employment.

Job Description:

Town of Asquith is seeking a dedicated and reliable individual to join our team as a **Part-Time Assistant to the Town Foreman**. This position plays a key role in supporting the Town Foreman in overseeing public works projects, managing day-to-day operations, and ensuring the smooth operation of municipal services. The ideal candidate should be organized, self-motivated, and able to assist with a variety of tasks.

Responsibilities:

- Assist the Town Foreman with scheduling and coordinating public works projects and daily operations.
- Operate equipment including, but not limited to, trucks, tractors, grader, and loaders.
- Operate and maintain water and wastewater system.
- Monitor and track progress on municipal maintenance and infrastructure projects.
- Support the Foreman in managing work crews and ensuring tasks are completed efficiently.
- Help maintain inventory and order supplies as necessary for public works activities.
- Communicate with contractors, suppliers, and town staff to ensure effective project execution.
- Assist in preparing reports and documentation related to public works activities.
- Ensure safety protocols are followed on job sites and report any issues to the Foreman.
- Perform administrative duties such as record-keeping and correspondence.

Qualifications:

- Previous experience in municipal operations, construction, or related fields is an asset.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a team.
- Excellent communication skills, both written and verbal.

- Comfortable working outdoors in varying weather conditions.
- Knowledge of basic tools and equipment used in public works is an asset.
- Class I Wastewater Treatment & Collection Certificates and Class I Water Treatment and Collection Certificates
 - The Town would support the successful applicant in obtaining certification if not certified.
- Valid driver's license.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and interest in the position to office@townofasquith.com , in person at 535 Main Street Asquith, SK or by mail to Box 160 Asquith, SK S0K0J0
Only those selected for an interview will be contacted.