



Summer Villages Office
Pigeon Lake, Alberta

Summer Villages Office

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SERVING THE SUMMER VILLAGES OF:
ARGENTIA BEACH, CRYSTAL SPRING, GOLDEN DAYS, GRANDVIEW, MA-ME-O BEACH, NORRIS BEACH & POPLAR BAY

April 7, 2022

Public Works Coordinator

Permanent Part-Time – average 29 hours per week

Competition # 22-04 (will be open until a suitable candidate is selected)

Come join our dynamic team!

Located on the Southside of Pigeon Lake, Alberta, the Summer Village Administration Office provides Joint Office Administration for the seven Summer Villages of: Argentia Beach, Golden Days, Poplar Bay, Grandview, Crystal Springs, Norris Beach, and Ma-Me-O Beach.

The Summer Village Office is currently looking for an individual to join our team as the Public Works Coordinator.

The Public Works Coordinator will:

- Manage and supervise public works staff and contractors in the operational and capital repairs and maintenance of municipal infrastructure, including but not limited to the areas of roadways, sidewalks, parks, playgrounds, recreation courts and sewer systems.
- Prepare reports, review and approve timesheets, review and approve invoicing related to the department and its operational expenses and capital projects.
- This position is an advocate for safety and directs the team as a proactive safety leader. The Coordinator ensures that all Health & Safety policies, work procedures, rules and relevant directives are followed by all staff and contractors including all applicable Occupational Health and Safety legislation.
- Other responsibilities as required.

Qualifications and Experience

- High School Diploma or GED
- 3-5 years supervisory experience in Municipal Public Works
- Experience in supervising staff and contractors
- Experience in operation and capital budgets and projects
- Intermediate Computer Skills is an asset.

- Experience with Muniware Momentum Software is a benefit
- Excellent knowledge of equipment and machinery
- Demonstrated strong organizational, time management, coordinating and prioritization skills, with the ability to handle many tasks concurrently.
- Excellent customer service and problem-solving skills.
- Demonstrated superior attention to detail.
- Education in a related field and or combination of relevant experience will be considered.
- Valid Class 5 Driver's License
- RCMP Based Criminal Record Check

Salary is dependent upon education and experience.

We wish to thank everyone who applies; however, only those chosen for interviews will be contacted.

Please email your resume and references to: sylvia.roy@svofficepl.com

This posting is intended as a summary of the primary responsibilities and qualifications of this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or all the qualifications that may be required either now or in the future.