

Temporary Employment Opportunity
Public Works Operator/Labourer

The Town of Smoky Lake is currently accepting resumes for a Public Works Operator/Labourer, this is a full-time temporary position, with the possibility of a permanent position. The Public Works Operator/Labourer will report to the Public Works Manager and is responsible for the delivery and maintenance of utilities including water, gas, sewer, road repair and general maintenance, park maintenance, snow removal and other duties as assigned.

Preference will be given to applicants with the following:

Qualifications / Education / Experience

- Grade 12 Diploma, or equivalent.
- Must possess and maintain a valid class 5 driver's license.
- Able to provide a clean RCMP Background Check and Driver's Abstract.
- Experience operating heavy equipment such as grader, loader, skid steer.
- Experience working for a Municipality or Township would be considered an asset.

Knowledge, Skills and Abilities:

- Daily use of hand tools, power tools and operation of municipal vehicles and equipment.
- Must be able to perform duties to a high degree of quality, accuracy, timeliness, and precision.
- Effective communication skills and an ability to understand oral and written instructions.
- Critical thinking, troubleshooting and problem-solving skills.
- Ability to represent the Town in a professional manner.
- Self-motivated and able to work with minimal supervision.

Note: The above is not intended to be an exhaustive list of all the responsibilities and activities required for this position but gives a general nature and level of work being performed by the incumbent.

Working Conditions:

- A work week will consist of 40 hours per week.
- Moderate amounts of physical effort including bending, lifting, and walking.
- Duties shall be performed both indoors and outdoors in all weather conditions.
- Occasional overtime may be required.
- Must be able to work on-call as assigned.

Closing Date:

Applications must be received by November 14, 2023. Resumes will be accepted until a suitable candidate is found.

Interested applicants are invited to submit their resumes to: Human Resources, Personnel & Confidential, P.O Box 460, 56 Wheatland Ave, Smoky Lake, Alberta T0A 3C0 or electronically via email at hr@smokylake.ca. We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process.