



Village of Donalda Job Posting
Position Title: Public Works Foreman
Part-Time Permanent

The Village of Donalda, overlooking the Meeting Creek Coulee, is the most northerly point of the Canadian Badlands. Our village has a vibrant community spirit with a relaxed and affordable lifestyle. The Village of Donalda is located 40 km northeast of Stettler, 28 km east of Bashaw and 64 km southeast of Camrose. Its location on the coulee rim gives our guest's wonderful views and proximity to a whole range of activities for every season of the year. Donalda is 15 minutes from Buffalo Lake with its many beaches and campgrounds including Boss Hill and Pelican Point.

We are currently accepting applications for Public Works Foreman. This part time, working foreman, reports to the Chief Administrative Officer (CAO), provides leadership to all aspects of the public works department, including supervision of part time departmental staff, and is responsible for the safe and prudent operation, maintenance and replacement of Village assets and infrastructure.

Requirements:

- Completion of Grade 12 supplemented by technical courses related to the work plus some related experience working with water treatment systems; or an equivalent combination of training and experience.
- Considerable knowledge of the safety precautions and hazards applicable to the work.
- Working knowledge of the water treatment and distribution system.
- Ability to perform all servicing, maintenance, repair, troubleshooting and related duties with minimal supervision.
- Ability to prepare and maintain records related to the work.
- Ability to establish and maintain effective and positive working relationships with internal and external customers.
- Ability to work cooperatively and amicably in a team or independently environment with a safety-first attitude.
- Possess and maintain a valid Class 5 AB driver's license.

Note: the requirements listed are not set forth to limit the assignment of work and are not to be constructed as a complete list of duties normally to be performed under the job position or those duties temporarily performed outside the normal line of work.

At the Village of Donalda, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Donalda even better. That is why we welcome all applicants to consider joining our team. So bring your mechanical aptitude along with your Small Systems Water and Wastewater Certification (preferred) and Class 5 Alberta driver's license and grow your career in an organization that supports employee work-life balance as well as career and professional development. We offer competitive compensation and benefits.

Please apply, by submitting a cover letter and resume to:

Melanie Veale, CAO
Village of Donalda
Box 160, 5001 Main St
Donalda, AB. T0B 1H0

or by email to: cao@village.donalda.ab.ca

Application Deadline: December 1, 2024

We thank all applicants for their interest, however, only candidates who are selected for an interview will be contacted.