



# TOWN OF ITUNA

**Due to the upcoming retirement of our current Foreman  
We are NOW accepting applications for  
PUBLIC WORKS FOREMAN**

Position begins May 1, 2023.

Successful candidate will oversee the public works department for the Town of 700+ residents as well as supervise staff. This is both a management and working position where on-call and after hours work will be required.

The successful applicant will be responsible for coordination the overall operations of the Ituna Public Works Department.

Responsibilities include but are not limited to:

- Operation, maintenance, and repair of the Water and Wastewater systems;
- Road maintenance and repair;
- Providing hands-on support on equipment;
- Asset & Infrastructure Management;
- Have thorough knowledge of street construction and maintenance, water and sewer system operation and maintenance, and building maintenance through relevant experience.
- Be able to prepare and present departmental budget, determine resource needs and financing requests; and,
- Ensure proper records are maintained by staff and provide written reports, analysis, and recommendations on public works to Administration and Council;
- Scheduling and overseeing all Public Works Staff including timesheet and time off submission; and
- Ensure that all staff are mentored and trained in all areas of Public Works and Water and Sewer for future advancement.

## **Qualifications required:**

Class 1 or 2 Water Treatment & Distribution Certification Class 1 or 2 Waste Water Treatment & Collection Certification  
*(Preference will be given to those who have their Class 1 or Class 2 Water and Waste Water Certifications)*

Able to Operate Heavy Equipment; certification on heavy equipment is an asset.

Strong oral and written communications

Leadership skills & possess knowledge of safety principals and practices

Team player and work with minimal supervision

Clear Driver's Abstract.

Grade 12 or equivalent diploma/certification

Ituna offers competitive salaries based on qualifications & job performance.

The Town of Ituna thanks all those who apply for this position but only those considered for an interview will be contacted.

Applications will be accepted until April 3, 2023. Please submit a cover letter, resume with three work related references and salary expectations to: TOWN OF ITUNA Box 580 ITUNA, SK S0A 1N0 Fax (306) 795-3330 Email: [townofituna@sasktel.net](mailto:townofituna@sasktel.net)