



## **The Town of Wadena invites applications for the position of Manager of Public Works and Utilities-Maternity Leave Position**

The Town of Wadena invites applications for the full-time fifteen-month tentatively maternity leave position of Manager of Public Works and Utilities. Reporting to the CAO, the Manager is in an out-of-scope senior management position.

Expected Start date is to commence November 1<sup>st</sup>, 2021, this will provide an overlap of duties with the current Manager of Public Works and Utilities. Salary is negotiable, depending on applicant's experience and qualifications.

The successful candidate should possess:

- Project Management Experience would be considered an asset.
- Work experience in a municipal setting with water and wastewater operations.
- Operator Certification
  - (Level 2 in Water Distribution, Water Treatment, and Wastewater Collection, and Level 1 in Wastewater Treatment) would be an asset.
- A valid driver's license
- Equipment-operation experience and adequate mechanical skills
- Proven organizational, leadership, team management, and computer skills
- Strong interpersonal, communication, and public-relations skills
- Strong human-resource management skills
- Excellent time management skills and the ability to multitask
- Ability to organize and prioritize work, and meet strict deadlines while maintaining a high degree of accuracy
- Ability to interpret policies, bylaws, and legislation appropriately when responding to situations or requests
- Excellent interpersonal skills that will that allow the public to be dealt with in a positive, courteous, and respectful manner
- Able to maintain standards of conduct, be respectful and demonstrate dedication
- Work well independently as well as within a team environment
- Discretion with matters pertaining to confidentiality
- Ability to adapt quickly in an emergency

**Please submit Resume, Cover letter and three References to**

**[wadenapw@sasktel.net](mailto:wadenapw@sasktel.net)**

**Position will stay open until filled.**

**RE: Town of Wadena, SK – Manager of Public Works and Utilities-Maternity Leave Position**

**Inquires may be made to:**

**Ms. Alyshia Neuman**

**Manager of Works and Operations**

**1.306.338.2145**

*Only those candidates selected to be interviewed will be contacted.*