



**EMPLOYMENT OPPORTUNITY  
SADDLE HILLS COUNTY**

**PERMANENT FULL TIME**

**PUBLIC WORKS SUPERVISOR  
MANAGER BAND  
(OUT OF SCOPE)**

**POSITION SUMMARY:**

Responsible for managing, directing, coordinating and supervising the delivery of Operations services for Saddle Hills County. Supervision of Operations staff to ensure that the maintenance functions including grading, graveling, drainage, signs, culverts, and related operations are completed. Communicate and maintain an effective, courteous and tactful service relationship with internal contracts and external customers.

**QUALIFICATIONS:**

1. Completion of Grade 12 diploma
2. Extensive knowledge of practices in the maintenance and construction techniques in the area of road maintenance.
3. 5 - 8 years' experience related to rural roads and public works.
4. Designation as a certified engineering technologist within a related discipline would be an asset.
5. 5 years' experience in supervising staff.
6. Ability to function as a member of a team and ability to work independently with minimal supervision.
7. Ability to prioritize and manage work tasks and to achieve results within acceptable timeframes.
8. Ability to provide a satisfactory Class 5 Driver's License abstract and acceptable criminal records check.
9. Ability to ensure all work related information is kept confidential and in accordance with the Freedom of Information and Protection of Privacy Act.

This position reports to the Director of Operations. We offer a competitive salary and an excellent Group Benefits Package. The above statements are intended to describe the general nature of the position and are not intended to be a complete job description of all responsibilities and activities required for this position.

Applications will be accepted until a suitable candidate is found. Saddle Hills County would like to thank all those interested in the position. Only those considered for an interview will be contacted. Please send resumes clearly marked "Personal & Confidential" to:

Public Works Supervisor  
Human Resources Coordinator  
Saddle Hills County  
R.R. #1  
Spirit River, AB T0H 3G0  
E-mail to: [careers@saddlehills.ab.ca](mailto:careers@saddlehills.ab.ca)  
Fax: (780)864-3904 Ph. (780)864-3760