



The Rural Municipality of Meadow Lake No. 588

Box 668 – #203 Highway 4 Northwest, Meadow Lake SK S9X 1Y5

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Public Works Coordinator

Position Summary

Under administrative direction, directs, manages, supervises, participates and coordinates assigned programs and activities within the Public Works department and special Administrative initiatives, as assigned, from time to time. Coordinates assigned activities with other departments, and outside agencies; and provides highly responsible complex administrative support to the Public Works Manager and C.A.O..

Representative Duties

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume management responsibility for assigned services and activities of the Public Works department including transportation, drainage, utilities, capital and operational programs, and reporting requirements
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures
- Plan, direct, coordinate and review the work plan for Public Works Staff, external contractors and consultants; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff, external contractors and consultants to identify and resolve problems
- Liaise with ratepayers/stakeholders as required to gather and/or provide information, communicate, inspect and coordinate/implement relative matter in the delivery and resolution of programming, isolated situations and/or service delivery
- Provide responsible assistance to the Public Works Manager, and the C.A.O..
- Attend and participate in professional group meetings, produce record keeping of such meetings as required
- Data entry

- Respond to and resolve difficult and sensitive citizen and stakeholder inquiries and complaints
- Perform special administrative initiatives as instructed from time to time
- Perform related duties as required

Required Knowledge, Skills & Abilities

- Operational characteristics, services and activities of a Public Works program
- Principles and practices of municipal infrastructure maintenance
- Principles and practices of program development and administration
- Able to work in both an office and field setting
- Able to be fluent with technology such as computers, e-mail correspondence and computer soft-wares (Microsoft office suite) as well as specific municipal soft-wares
- Ability to create, maintain and develop effective systems and programs
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to build and maintain positive working relationships with staff, stakeholders, external agencies and the public
- Ability to interpret Occupational Health & Safety requirements
- Ability to effectively prioritize and problem solve
- Ability to confidently apply due discretion and apply sound independent judgement
- Ability to remain flexible and manage a dynamic workload

Required Education & Experience

- Completion of a relevant post-secondary diploma or education program
- 5 years of relevant experience within a Public Works environment, preferably working in a municipality and/or municipal setting
- Project Management certification would be considered an asset

This position is a full time, permanent out of scope position. This is a salaried position; standard work hours are based on a 40 hour work week however, additional or overtime hours are likely required. There is no additional pay for additional hours or overtime however, time off in-lieu or other adjustments may be awarded at the discretion of the C.A.O.. Renumeration will be based on skills and experience. A full benefits package and participation in the Municipal Employees Pension Plan is offered. Applicants are requested to forward a cover letter and resume to rm588pwm@rmml.ca

Nicolas Zuck
Public Works Manager
R.M. of Meadow Lake No. 588