

**EMPLOYMENT OPPORTUNITY**  
**R.M. OF MOOSE CREEK NO. 33**  
**ASSISTANT FOREMAN**

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The Rural Municipality of Moose Creek No. 33, is currently accepting applications for the position of a Full-Time, Assistant Foreman. This position is to begin immediately. The role includes managing, leading and working with the foreman and a maintenance crew of seven people. This position is a senior management role, working with the Foreman, council and the Chief Administrative Officer. This position offers a comprehensive benefit package through SARM and a matched pension plan through the Municipal Employee's Pension Plan after the applicable probationary period has been completed. Salary will be based on qualification and experience. Hours of work are Monday to Friday, 8:00am to 4:00pm (winter months) and 7:00am to 5:00pm (summer months). Overtime may be required when needed.

General duties and responsibilities include, but are not limited to:

- Working under the foreman's direction to manage the day-to day operations of the municipal maintenance works.
- Keeping detailed and accurate records regarding operations, inventory, expenses, and ordering.
- Helping to schedule workloads to maximize productivity, efficiency, and quality of work.
- Promote and maintain workplace safety practices at all times.
- Lead by positive example and encourage improvement in the shop operations and practices.

The successful candidate must possess:

- Superior communication, leadership, and teamwork characteristics.
- Self-motivated and the ability to manage multiple projects over the construction season.
- A valid Class 5 drivers license with abstract is required, however a Class 1A would be considered an asset.
- Extensive road building knowledge and experience.
- Extensive road maintenance knowledge and experience in pulling shoulders, crowning roads, blading roads, mowing ditches and gravelling.
- The ability to create, update and maintain detailed and accurate records. Experience using computers, and general knowledge of Microsoft Office software would be considered an asset.
- Heavy Equipment Operator Certification would be considered an asset.

The successful applicant must be willing to follow directions from the foreman and communicate well with Council, the CAO and the general public.

The successful candidate must complete a drug and alcohol test at the expense of the Municipality prior commencing employment.

Please submit your resume with a letter of application stating **references, experience, and salary expected. Also attach driver abstract** to:

R.M. of Moose Creek No. 33  
Box 10 - Alameda, SK - S0C 0A0  
Phone: (306) 489-2044  
Fax: (306) 489-2112  
Email: rm33@sasktel.net

Applications must be received by 4:00PM, May 7, 2024.

We thank all applicants, however, only those selected for an interview will be contacted.