



TOWN OF RIMBEY
Director of Public Works

Duties:

Director of Public Works is a highly skilled leadership position with the Town of Rimbey. The Director can operate every piece of Town equipment, oversee all utility operations, delegates work for laborers and operators and oversee the budget, expenses and wellbeing of the entire department.

Hours:

All Public Works employees are required to work from 8:00am to 5:00pm. The Director must be on call at all times.

Functions:

- ❖ Operate all Town equipment (tandem trucks, skid steer, grader, lawn mower, etc.).
- ❖ Lawn maintenance.
- ❖ Compost/grass collection.
- ❖ Utility operations and maintenance.
- ❖ Maintenance of Town equipment.
- ❖ Cemetery work and burials.
- ❖ Snow removal.
- ❖ Roadwork (paving).
- ❖ Road maintenance (pothole and sidewalk repair).
- ❖ Digging and trenching.
- ❖ Delegating tasks and work for other laborers and operators.
- ❖ Managing Public Works inventory, vehicle fleet, staff and budget.
- ❖ Assist other Town departments if needed.

Expectations:

Besides being able to carry out Public Works duties and operate every piece of equipment, the Director must:

- ❖ Have strong ability to lead and delegate work.
- ❖ Be team oriented, can work well with coworkers, other departments and staff.
- ❖ Operate equipment and carry out tasks with due diligence and care when needed.
- ❖ Bring a safety-first attitude to work.
- ❖ Be mindful of surroundings (pedestrians, private property, vehicles, etc.).
- ❖ Be flexible, willing to work extra hours and be on call if required.
- ❖ Report to the town C.A.O daily, weekly, monthly or as required.

Requirements:

- ❖ 10 Years or more of Public Works and equipment operating experience.
- ❖ Direct experience with budgeting and tendering contracts.
- ❖ Have a Utility Operation Certificate Level 2 in all areas or as required.