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**PUBLIC WORKS MANAGER, TOWN OF WILKIE**

The Town of Wilkie offers an exciting career opportunity for the full-time position of Public Works Manager.

**Position Summary:** The Public Works Manager is responsible for upholding the high-quality level of service that the Town of Wilkie’s Public Works department offers to its citizens. This working Manager position performs Public Works job duties while effectively motivating and directing the Public Works personnel. Reporting to the Town Administrator, the Public Works Manager will be responsible for budgeting, planning, organizing and managing the delivery of services by the Public Works Department.

**Skills:**

* Team player, highly motivated, energetic and capable of working with minimal supervision.
* Proven organizational, communication and analytical skills.
* Experience working with computers, including Microsoft programs.
* Knowledge of municipal infrastructure including streets, water & sewer mains and storm sewers.
* Ability to supervise, manage and direct staff.
* Experience operating heavy equipment.

Applicants must have a minimum of 3 years’ experience in the municipal field.

**Job Qualifications Needed or Willing to Obtain:**

* Water Treatment and Distribution Level I
* Waste Water Treatment & Wastewater Collection Level I
* Valid driver’s license
* WHMIS
* Power Mobile Equipment Operator
* Occupational Health & Safety, Level 1
* Confined Space
* First Aid/ CPR

**The following additional certifications would be considered an asset:**

* Fireman’s Certificate
* Pesticide Applicator License
* Equipment/Vehicle Mechanical Training course
* Ground Disturbance course
* Management / Supervisory courses

**Work Schedule**: Monday to Friday, 7 a.m. to 4 p.m.

On call during evenings.

The Town of Wilkie offers a competitive salary, MEPP Pension and health benefit package.

Please submit resume with cover letter including expected salary to Rebecca Parent, Administrator no later than Friday, August 15, 2025.

Town of Wilkie

PO Box 580, Wilkie, SK S0K 4W0

Attention: Rebecca Parent, Administrator

Email: [wilkie.administrator@sasktel.net](mailto:wilkie.administrator@sasktel.net)

The Town of Wilkie thanks all applicants for their interest; however, only those selected for an interview will be contacted.