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**PUBLIC WORKS MANAGER, TOWN OF WILKIE**

The Public Works Manager is responsible for the high-quality service that the Town of Wilkie’s Public Works department provides. 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 and 3 years experience in management.

**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

**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 by October 1, 2025 to:

Town of Wilkie

Attention: Rebecca Parent, Administrator

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