

### Superintendent of Public Works & Parks

**Date:** August 1, 2019

**Location:** City of Weyburn – Public Works & Parks

Weyburn is a thriving prairie city nestled in the southeast corner of Saskatchewan and a dynamic community providing exceptional quality and opportunities for its residents and visitors. The City of Weyburn is a multifaceted organization employing much of the local public in a variety of meaningful careers. The City strives to be an engaged and diverse employer with approximately 105 employees, increasing to over 130 during summer months. The City of Weyburn is offering an opportunity to work at City Hall with Public Works & Parks Department as the **Superintendent**. As we continue to grow and prosper as a community, we seek a motivated and innovative employee to join our team! Reporting to the Director of Engineering:

#### Responsibilities:

- The overall management and operation of the Public Works and Parks Department;
- Directly manages Fleet Services Division and support staff;
- Oversees managers for Transportation, Utilities and Parks Divisions;
- Directly manages administrative and purchasing staff;
- The preparation and management of annual operating and capital budgets for all reporting divisions;
- Preparation and management of Tender and RFP processes for procurement of equipment, goods and services;
- Development of departmental operation policies and procedures;
- Liaison and consultation with governmental agencies in relation to legislative requirements, programs and funding arrangements;
- Liaison with the general public, stakeholders and media;
- Serving on various boards and committees and attending occasional City Council meetings as required;
- Staff recruitment, orientation, training, performance appraisal and required disciplinary action.

#### Minimum Qualifications:

- Some combination of post-secondary education and experience in engineering, public works or a related field;
- Minimum of five years management/operations experience;
- Have and maintain a valid class 5 drivers' license.

#### Additional Information:

- **Job Status** – Permanent full time
- **Classification** – Out of Scope
- **Benefits** – The City of Weyburn's benefit packages includes: Dental Coverage, Extended Health Care, Life Insurance, Accidental Death, Disease & Dismemberment and Long Term Disability
- **Application Deadline** – The position will remain open until a suitable candidate is found.

#### To Apply:

Please submit your resumes and cover letters directly to **Brittaney Hutt, Human Resources Manager** at [careers@weyburn.ca](mailto:careers@weyburn.ca) or drop off your information at city hall. The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.