

Utilities Manager – Full-Time Permanent

Date: October 20, 2026

Location: City of Weyburn – Public Works

Job # 6341246

JOB SUMMARY

The incumbent is responsible for the oversight and day to day direction of the city maintenance and repair for utilities (water distribution and wastewater collection/treatment). This incumbent must present strengths in staffing coordination, organization as well as maintain a strong communication presence to address public concerns.

SUMMARY OF RESPONSIBILITIES

Operations

- Responsible for the daily coordination of all full time and seasonal/summer staff, ensuring the completion of daily upkeep and maintenance activities.
- Delegate specific projects and tasks to appropriate individuals and crews.
- Track maintenance and upkeep activities to ensure continuous maintenance of city assets. (Sewage and water works)
- Day to day performance management for all full-time, part-time and seasonal staff.
- Daily updates to Superintendent of Public Works with ongoing operations as well as any work scope changes that arise.
- Provide information for any Voyent alerts that need to go out to the public.

Leadership

- Engage contract workers as necessary for specific tasks/contracts.
- Address any emerging issues, or provide decision making on site (change up, quality control and materials used meeting city standards).
- Ensure timelines of projects is met and provide oversight to ensure contractors are remaining on track.
- Document any work that is being completed and what materials are being used. Ensure all work is meeting code, and review quality of installations.
- Liaison with provincial ministry's regarding legislative requirements and compliance.
- Update Water Security Agency (WSA) with any issues the pertain to Water and/or Wastewater.

Budgetary Responsibilities

- Prepare, manage and monitor operating budget process.
- Track projects, timelines and escalate any budgetary concerns to the Superintendent of Public Works and the Director of Engineering.



CITY OF WEYBURN CAREER OPPORTUNITY

Public Relations

- Receive and address all public inquiries that pertain to the department.
- Communicate with public, provide appropriate information and determine best course of action for resolution.

SUPERVISORY MANAGEMENT

Has direct responsibility for scheduling, performance and direct supervisor and responsibility for utility employees, contractors and seasonal workers.

JOB REQUIREMENTS

EDUCATION

- Technical or trade certification related to management of municipal infrastructure would be an asset.
- Operators Certificate for Water and Wastewater is required
- Class 2 Water Distribution and Class 2 Wastewater Collection, Class 1 Wastewater Treatment are required.
- Basic understanding of excel and word documents as well as data collection.

EXPERIENCE

- Five (5) to seven (7) years progressive experience in municipal operations, supervision and management.

WORKING CONDITIONS

- Working conditions of this position involve regular exposure to environmental weather conditions, dust and noise, lifting and exposure to hazardous waste and chemicals. The position requires appropriate training and use of personal safety devices.
- Vehicle travel is required throughout the typical workday, travelling from job site to job site.

Additional Information:

- **Position Type** – Permanent Full-Time
- **Expected Start Date:** November 16, 2026
- **Wages** – Competitive salary
- **Application Deadline** - This position will remain open until a suitable candidate is found

To Apply:

Please submit your resumes and cover letters directly to **Kevin Linnen, Superintendent Public Works** at careers@weyburn.ca. Reference Job Order # in the email subject line. 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.