



Alberta Beach Employment Opportunity Lead Hand – Public Works Department

The Village of Alberta Beach is set on the shores of Lac Ste. Anne and is approximately 60km west of Edmonton and is primarily used for recreation and over the years has become a popular resort to visit. Alberta Beach has a combination of permanent and summer residents. Our permanent population taken from the 2016 census is 1018 however on a busy summer weekend can attract well over 3000 visitors to the sandy and shallow waters providing fun for all ages.

Our Village is currently seeking a fulltime (40hrs/week) **Lead Hand** to join our team. This position is a hands-on position that requires the right individual to work in all weather conditions and varying types of work related to the maintenance of the Village's infrastructure and assets. This position reports to the Manager of Public Works.

Duties will include, but not limited to:

- Maintain a positive and respectful line of communication with co-workers and rate payers
- Operation and maintenance and repairs of various equipment (grader, skid steer, mowers, excavator, trucks, etc.)
- Maintenance/ repairs and clean up of parks, roadways, beachfronts, etc.
- Winter snow removal on sidewalk and roadways
- Mowing and trimming
- Facility maintenance and repairs
- Culvert thawing/ maintenance
- Household trash collection
- Assist the Manager with the execution and completion of work
- Assist the Manager with the mentoring and training of staff
- Other duties as assigned

Consideration will be given to candidates who possess:

- Grade 12 or Equivalent
- 3-5 years of related experience
- Previous municipal and equipment operating experience is considered a strong asset
- Valid Class 3 Alberta Driver's Licence with air brake endorsement
- Maintain a valid First Aid CPR and AED certification
- WHMIS
- Strong work ethics and highly motivated, e.g., ability to work in a fast-paced environment and respond to action requests and meeting deadlines in a timely manner.
- Strong communication skills to communicate effectively in written and oral form, e.g., maintain ongoing communication to anticipate and prevent potential problems, develop and maintain positive and effective working relationships with staff, the public and others.
- Analytical and creative thinking skills, e.g., ability to solve problems, make decisions, negotiate and deal with people effectively.
- A criminal record check satisfactory to the Village
- Consideration will be given to those who live within 15 minutes and or willing to relocate.

This position will remain open until a suitable candidate is selected. Resumes outlining education, qualifications and experience should be sent to the undersigned. The Village offers competitive compensation based upon qualifications and benefits.

Send Resumes in confidence to:

Via E-Mail to: publicworks@albertabeach.com

Mailing Address: PO Box 278 Alberta Beach, AB T0E-0A0 marked ATT: P/W Manager

In person to: Alberta Beach Village Office located at 4935 - 50 Ave Alberta Beach, Alberta in a sealed envelope marked ATT: P/W Manager.

The Village of Alberta Beach appreciates receiving resumes from all qualified individuals, however only those applicants who are selected for an interview will be contacted.