

Public Works Manager

The Village of Mayo, a community of approximately 500 residents in Central Yukon, is seeking a full-time permanent Public Works Manager who directs, monitors, and works alongside our Public Works Staff. This Manager oversees the day-to-day activities pertaining to the water/wastewater utility, road maintenance, landfill, recycling, as well as facility and parks maintenance. The Manager will attend Council meetings and meetings with the CAO and YG, Engineers, Project Managers, etc. The Public Works Manager will ensure compliance with Municipal, Territorial, and Federal Acts and Regulations, including but not limited to the Yukon Occupational Health & Safety Act and Environment Act.

Required and Recommended Qualifications:

- University or College Degree related to the position preferable
- Completion of an Apprenticeship program related to the duties of the position preferable
- Human Resources/Supervisory Experience
- Level 1 Water Distribution or Small Water Systems Operator certification, or willingness to obtain
- Chlorine Handler Certification, or willingness to obtain
- Asset Management and Project Management Experience preferable
- Strong interpersonal skills
- Sound understanding of computer programs (Microsoft Word, Excel, etc.)
- Valid Class 3 Driver's license, or willingness to obtain
- Clean Driver's Abstract
- WHIMIS, or willingness to obtain
- Confined Space Entry, or willingness to obtain
- Standard First Aid/CPR certificate
- RCMP reliability/security clearance

Please provide information about any additional qualifications you have.

Duties: Reporting to the Chief Administrative Officer, the position shall provide for the overall efficient and effective management and operation of the Environmental Health, Public Works, and Protective Services Departments. This includes but is not limited to preparing reports, tenders, contract documents, and other required departmental paperwork, as well as overseeing the day-to-day operations of these departments. Weekend standby duties will be required on a rotational basis.

A detailed job description is available on request.

Wages: \$41.84-47.54/hour plus weekend standby and overtime wages. The Village offers a benefits package, 8% group RRSP, and relocation assistance (if required). Accommodations are available at a reasonable rental rate. This position has a 12-month probation period.

Please submit a letter of interest, a resume, and copies of any certificates pertaining to the position to:

Margrit Wozniak, Chief Administrative Officer, Village of Mayo, Box 160, Mayo, YT, Y0B 1M0; Tel: (867) 996-4300; Fax: 996-2907; email: caomayo@northwestel.net

We thank all applicants for applying; however, only those being considered for an interview will be contacted.

Date posted: August 25, 2023

Posting ongoing until filled

