



Municipality of
Two Borders

EMPLOYMENT OPPORTUNITY

Full Time – Municipal Foreman

The Municipality of Two Borders is seeking an individual with organizational skills combined with a high degree of professional judgement. Under the direction of the Chief Administrative Officer the individual will provide quality service in a professional manner, develop project plans, purchase supplies, monitor job costs, assist subordinates in resolving work issues, and assist with budgeting.

General Duties & Responsibilities:

- Direct and supervise employees for efficient and effective service delivery.
- Attend Council and Committee meetings when required.
- Assist with purchase of equipment within budget.
- Ensure regular and preventative maintenance schedules are followed.
- Monitor contractors, ensuring that they meet all terms and conditions of contracts in a timely manner.
- Monitor and maintain all road conditions including routes and scheduling.
- Communicate and interact effectively with multiple stakeholders in service delivery (i.e., Municipal Council, residents, Chief Administrative Officer, other departments, and the team).
- Respond to complaints and concerns of the public.
- Ensure Safety and Risk Management policies and procedures are adhered to.
- On-call availability as required.
- Prepare and /or review reports, plans, contract documents and estimates.
- Physically capable to perform duties as assigned.

Ideal Candidate will possess:

- Ability to operate a variety of heavy equipment if required.
- Knowledge of municipal infrastructure, including methods, practices, specifications, and techniques used in the construction, operation and maintenance of water, road, drainage, and other facilities.
- Effective interpersonal and communication skills.
- A valid Class 3 Driver License.
- Proven supervisory and team leadership skills

The Municipality of Two Borders offers a very competitive salary, benefits, and pension package. Qualified candidates are invited to submit a cover letter and resume stating experience, education, salary expectations and 3 references.

Interested candidates should submit their applications by October 15th, 2021, at 4:30 PM to the undersigned. The anticipated start date is November 29th, 2021.

Grace Carr, CAO • Municipality of Two Borders

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