



EMPLOYMENT OPPORTUNITY

OPERATIONS FOREMAN

The County of Newell Municipal Services Department is currently accepting applications for the full-time position of **Operations Foreman**. Reporting to the Manager of Operations, the Operations Foreman will contribute to the goals, values, and success of the County.

Duties include:

Under general supervision, this position will be responsible for assisting the Manager of Operations with day-to-day activities of the Operations Department, personnel, care of fleet and equipment, and maintenance of roads, open surface ditches, culverts, road signs, and sidewalks throughout the community.

Preference will be given to applicants possessing a high school diploma supplemented by:

- A minimum of three (3) years of related experience in construction and maintenance infrastructure practices, including the use of various units and configurations, are required.
- Experience supervising employees in a Union environment is also preferred.
- Good communication skills (verbal and written skills), integrity, and strong attention to detail are crucial for this role, regular interactions with employees, contractors, and public.
- Proficient on computers and software (Outlook, Word, Excel).
- Physically fit, tasks may involve physical labour.
- Position is safety sensitive.
- All applicants must have a valid Class 5 driver's license, Class 1 or 3 preferred.
- Emergency Response and Preparedness, First Aid and CPR training is preferred.

The successful candidate must provide a clear Criminal Records Check, and current Drivers Abstract. The County of Newell requires a Pre-employment Drug Screen and Occupational Health Assessment for new and returning employees as per policy. This employment opportunity will remain open until suitable candidates are found.

The County of Newell offers a competitive salary and benefits package. For consideration, please submit your resume and cover letter, including salary expectations and three (3) professional references:

Human Resources

County of Newell

Box 130

Brooks, Alberta T1R 1B2

Telephone: (403) 794-2333

Fax (877)208-4022

E-mail: hr@newellmail.ca

All applicants are thanked for their interest. Only those selected for an interview will be contacted.