

SUMMER VILLAGE MAINTENANCE MANAGER/BY-LAW OFFICER

The Summer Village of Sandy Beach requires a self-directed and mechanically-inclined Summer Village Maintenance Manager/Bylaw Officer on a full time basis working Monday to Friday 8 hour days. This position will also be responsible for enforcement of our Village ByLaws which could result in some evenings and weekends. Wage will be based on qualifications and experience.

Safety Gear (including CSA steel toed footwear, hearing and or eye protection) must be worn as required. A Class 5 driver's license is also required for this position

It is expected that the Summer Village Manager/By-Law Officer will work in a courteous and respectful manner with all Summer Village stakeholders, including council, administration and residents.

Typical duties of this position include the following:

- Regular day-to-day maintenance of Village Equipment, including trucks, lawn mowers, weed trimmers, and tractors.
- Cut and trim grass, maintain park in a clean manor, maintain park washrooms, disc and seed grass in mulched areas, maintains roads, pick up parts and other related duties as directed by the Chief Administrative Officer.
- Hire and direct the activities of contractors at the request of council.
- Maintain the Village shop in a clean and safe working environment.
- Recommend equipment purchases in writing as required.
- Recommend projects that that may be required to maintain or improve the safety and recreational environment of the Village.
- May be required to supervise and oversee additional Public Works staff, including STEP students.
- Experience in operating Mid-size tractors, zero turn lawn mowers, chain saws etc.
- Tree brushing, gopher control will also be required.
- Garbage pick-up within the Village on a year round basis.
- Snow removal on roadways in the winter months.
- Snow Removal of Sidewalk on Causeway in winter months.
- Enforcement of all Village By-Laws, (Dog, ATV, Land Use By-Laws,)
- Any other related duties as directed by Council or the Chief Administrative Officer.

Qualifications:

- Must possess a valid Class 5 Alberta Drivers License
- Must have prior By-Law or Policing background.
- Must have ground maintenance experience.
- Must be able to handle a chain saw effectively and have knowledge of how to fall trees.
- Must be mechanically inclined in maintaining equipment.
- Must be able to operate all equipment related to maintaining the Village.

- Must have prior knowledge of Court Procedures.
- Must have knowledge in drafting and amending By-Laws at council's direction.
- Must possess knowledge of enforcement procedures within a Village.
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- **Send Resumes to: Summer Village of Sandy Beach**
 - **RR 1, Site 1, Box 63**
 - **Onoway, Alberta T0E 1V0**
 - **or**
 - **email to: svsandyb@xplornet.ca**
- **Resumes will be accepted until 12:00 noon Wednesday, May 18, 2016**
 - **This position will remain open until a suitable candidate is found.**
- **We thank you for your interest. Only those selected for an interview will be contacted.**
 - **(780) 967-2873**

