



Town of Ogema

P.O. Box 369
Ogema, Saskatchewan S0C 1Y0

Job Posting: Assistant to the Town Foreman – Public Works & Utilities

Location: Town of Ogema

Employment Type: Permanent Full-Time

Schedule: 8:00AM–5:00PM Monday–Friday. 35 hours per week and after hours on-call when needed.

Wages/Benefits: Wages dependent on experience. Full benefits package available after eligibility.

Position Overview:

The Town of Ogema is seeking a dedicated and reliable individual to join our team as an **Assistant to the Town Foreman**. This position plays a key role in supporting the Town Foreman in overseeing public works projects, managing day-to-day operations, and ensuring the smooth operation of municipal services. The ideal candidate should be organized, self-motivated, and able to assist with a variety of tasks.

Key Responsibilities

- Assist the Town Foreman with scheduling and coordinating public works projects and daily operations.
- Coordinate the daily work i.e. mowing, spraying, water testing, garbage collection, snow removal, roads and sidewalks maintenance, signage, barricades, town properties, cemetery and campgrounds maintenance, flags and christmas decorations installation etc.
- Operate and maintain town vehicles, equipment, and attachments as required.
- Coordinate asphalt and pothole repairs, graveling, traffic control, and culvert maintenance.
- Conduct visual inspections of town buildings for health and safety issues.
- Maintain inventory of tools, stock, and equipment.
- Support the Foreman in managing work crews and ensuring tasks are completed efficiently.
- Assist in preparing reports and documentation related to public works activities.
- Operate and maintain water and wastewater system.
- Assist in landfill operations including compaction, covering, pest control, and cell construction.
- And other duties as directed by CAO and The Town Council.

Qualifications & Experience

- High School diploma, GED, or equivalent.
- Possession or ability to obtain Class I Wastewater Treatment & Collection Certificates and Class I Water Treatment and Collection Certificates
- Post-Secondary education in mechanical, engineering, applied science, or related field is considered an asset.
- Experience in sewer and water installation, maintenance, repairs, or municipal government is an asset.
- Ability to attain WHMIS Certification and First Aid Certification.
- Confined Space Entry Training, Self-Contained Breathing Apparatus Training, and Fall Protection Training are assets.
- Ability to perform outdoor work in all weather conditions (heat, cold, snow, rain, wind).
- Lifting of heavy objects and walk or stand for periods of time.
- Valid Class 5 driver's license.
- Satisfactory Criminal Record Check.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications, work experiences and 3 professional references, to:

Town of Ogema
P.O. Box 369
204 Main Street
Ogema, SK S0C 1Y0
(P) 306-459-9000
Email: admin@ogema.ca

This position will remain open until a suitable candidate is found. Only those candidates selected for an interview will be contacted.