



The RM of Aberdeen No. 373 is currently seeking applications for an experienced and qualified individual to fill the existing vacancy for the position of RM Foreman. The role includes managing, leading, and working with a maintenance work force of approximately four full time, and up to five additional seasonal employees. The foreman position is a senior management role and will report directly to the Chief Administrative Officer and/or to the Council. Salary will be negotiated based on qualifications and experience.

The RM of Aberdeen No. 373 Shop is located approx. 25 mins North-east of Saskatoon. The municipality has a population of approximately 1,461 residents, and primarily consist of agricultural and residential properties.

General Duties & Responsibilities include but are not limited to:

- Managing the day-to-day operations of municipal maintenance and construction works;
- Keeping detailed and accurate records regarding operations, expenses, and ordering;
- Assisting when necessary with grant applications;
- Scheduling workloads to maximize productivity, efficiency, and quality of work;
- Promote and maintain workplace safety practices at all times;
- Lead by positive example and encourage improvement in shop operations and practices;
- Training new employees on equipment, if required;
- Report monthly to council on recent activities and staff functions;
- Ensure all roads are maintained and repaired on a priority basis;
- Oversee all repairs and upkeep of machinery;
- Keep track of shop and outside inventory;
- Schedule custom work and provide appropriate information for billing;
- Deal directly with ratepayers on projects and custom work;
- Maintain good communication with employees and council;
- Be willing to acquire and upgrade skills as requested;
- Complete all other tasks as directed by council in a timely manner;
- Salary position, some evening and weekend work may be required;



The successful candidate must possess:

- Superior communication, leadership, and team work characteristics;
- Self-motivation and the ability to manage multiple projects over the construction season;
- A valid Class 5 drivers license, however a Class 1A would be considered an asset;
- Extensive road building knowledge and experience;
- Extensive road maintenance knowledge and experience in pulling shoulders, crowning roads, blading roads, mowing ditches, and gravelling;
- Knowledge of operating and servicing various construction equipment such as grader, tractor/mower, loader, semi/trailers, backhoe, mulcher, scraper, etc.;
- Experience managing and utilizing gravel stockpile resources;
- The ability to create, update, and maintain detailed and accurate records;
- A knowledge of or willingness to be trained in occupational health & safety and asset management, and use these skills for team leadership and supervisory techniques;
- Basic computer knowledge in Word and Excel; and
- A grade 12 Diploma or GED equivalent.

Applicants are invited to submit a cover letter and resume including:

- Past and present work experience
- Education and skills
- Certifications
- Current drivers abstract
- Expected Salary
- Three References

The position will remain open until a suitable applicant is employed.

Please submit your cover letter with resume, including 3 references, job-related safety courses and certificates along with a drivers abstract to:

RM of Aberdeen No. 373

Attn: Chief Administrative Officer

Box 40, Aberdeen, SK, S0K 0A0

Phone: 306-253-4312

Email: [rm373@sasktel.net](mailto:rm373@sasktel.net)

All applications are appreciated; however, only those selected for an interview will be contacted.