



DO YOU WANT TO LIVE, WORK AND MAKE A DIFFERENCE IN YOUR COMMUNITY?

MAKE OXBOW YOUR NEXT CHAPTER

JOIN THE TOWN OF OXBOW AS PUBLIC WORKS FOREMAN

Lead a team. Operate equipment. Solve problems. Help shape the future of a growing southeast Saskatchewan community.

\$78,000–\$90,000 + benefits + pension

Oxbow, Saskatchewan | Full-Time

If you're an experienced public works professional who wants more than a job—if you want to lead a team, influence how municipal services are delivered and make a difference in the community you serve—we'd like to hear from you.

Come to work in a community where people know their neighbours, where community involvement matters, where the outdoors is right outside your door, and where you can see the results of your work every day.

In a community like Oxbow, public works isn't something that happens in the background. The work you do is visible every day.

The roads you maintain are the roads your neighbours drive on.

The infrastructure you oversee serve your friends and families.

The equipment you maintain supports the services residents depend on.

As Public Works Foreman, you won't be just another employee in a large organization. You will be a key member of the Town's leadership team and an important part of the community.

Oxbow offers the best of small-town affordable living with many of the amenities people look for in a place to call home. The community has a K–12 school, hospital and medical services, local businesses, recreational facilities and a strong network of community organizations and volunteers.

Oxbow is surrounded by the natural beauty of the Souris Valley, with opportunities for camping, fishing, boating, hiking, sports and other outdoor activities.

THE PERSON WE'RE LOOKING FOR

The right person will be someone who:

- Leads by example and is not afraid to get dirty and work alongside a team.
- Takes ownership when something needs to be done and figures out how to get it done.
- Knows municipal operations and understands that public works is about much more than operating equipment—it's about infrastructure, service delivery, safety and the community.
- Can lead people and know how to set expectations, build accountability, support employees and bring a team together.
- Can think ahead to balance today's priorities with tomorrow's projects, budgets and infrastructure needs.
- Communicates well and can work effectively with employees, management, Council, contractors and residents.
- Stays calm under pressure and understands that Municipal operations don't always go according to plan. Can assess the situation, make a decision and move forward

WHAT YOU'LL DO

As Public Works Foreman, you will provide hands-on leadership, operational oversight and direction for the Town's Public Works Department. You will be responsible for ensuring municipal infrastructure, services, equipment and facilities are maintained safely, effectively and to a high standard.

Your responsibilities will include:

- **Provide leadership and overall operational oversight** of the Public Works Department, establishing priorities and ensuring municipal services are delivered effectively and efficiently.
- **Lead, support and develop the Public Works team**, providing direction, setting expectations, fostering accountability and promoting a positive, safe and collaborative workplace.
- **Plan and prioritize departmental work and resources**, balancing day-to-day operational requirements with seasonal demands, infrastructure needs, capital projects and long-term priorities.
- **Ensure the effective delivery and maintenance of municipal infrastructure and services**, including transportation systems, drainage, water and wastewater infrastructure, sidewalks, parks, facilities, streetlights and other Town assets.
- **Provide operational leadership for the Town's equipment and fleet**, ensuring equipment is appropriately utilized, maintained, operated safely and managed in a manner that supports reliable service delivery.
- **Develop and implement departmental work plans, schedules, procedures and standards** that support Council's priorities and the Town's operational objectives.
- **Oversee the inspection, maintenance and condition of municipal infrastructure and assets**, identifying operational needs and recommending priorities for repair, replacement and long-term asset management.
- **Ensure compliance with applicable health and safety requirements, legislation, policies and municipal procedures**, while promoting a strong safety culture throughout the department.
- **Support employee training, performance management and professional development**, ensuring employees have the skills, knowledge and resources required to safely and effectively perform their responsibilities.
- **Provide input into departmental budgeting and financial management**, working with the CAO to establish priorities, monitor expenditures and ensure resources are used responsibly.
- **Contribute to long-term infrastructure, asset management and capital planning**, helping the Town make informed decisions regarding maintenance, renewal and future infrastructure needs.
- **Provide leadership during emergencies and unexpected operational situations**, coordinating resources and responding effectively to incidents that may affect municipal services, infrastructure or public safety.
- **Develop and maintain effective relationships with residents, contractors, suppliers, other municipal departments, regulatory agencies and community stakeholders**, representing the Town in a professional and responsive manner.
- **Address operational concerns and resident inquiries**, using sound judgment and problem-solving skills to investigate issues and determine appropriate solutions.
- **Participate as a member of the Town's senior management team**, contributing operational expertise to organizational planning, service delivery and municipal decision-making.
- **Provide advice and recommendations to the CAO on Public Works operations, infrastructure needs, staffing, equipment, projects, policies and service priorities.**
- **Ensure accountability for departmental results**, monitoring performance and taking action to address operational challenges, service gaps or emerging priorities.
- **Perform other related responsibilities as assigned by the CAO**

READY FOR YOUR NEXT OPPORTUNITY? APPLY TODAY!

Please submit your resume and cover letter to:

Town of Oxbow
Attn: CAO
319 Main Street
Box 149
Oxbow, SK S0C 2B0
Email: administrator@oxbow.ca

Applications will be accepted until the position is filled.

The Town of Oxbow thanks all applicants for their interest; however, only those selected for an interview will be contacted