



## **Job Posting – Village of Holden, Alberta**

### **Public Works Foreman/Equipment & Systems Operator**

#### **Position Summary**

This is a fundamental role within the Village Administration, reporting to the Chief Administrative Officer. This position is responsible for taking care of all public works and related activities, including but not limited to monitoring sewage lagoons, sewage lift stations, grading roads, snow clearing using a grader, and other related duties. Also responsible for the maintenance of the community hall along with seasonal lawn and building maintenance, etc.

This position supports the Chief Administrative Officer in fulfilling all the requirements of the public works department.

#### **About us**

The Village of Holden is a small urban village within Beaver County with a population of 338 residents. The Village's new tag line is "Holden Has Heart", this is due to the fact that many of the village amenities are made possible by compassionate volunteers. The Village staff consists of the Chief Administrative Officer, Public Works Foreman/Equipment & Systems Operator and Admin Assistant with a temporary Summer employee.

#### **The position**

This solo public works role requires a lot of patience and the ability to adapt to different situations. You will be great for this role if you are a self-starter who is attentive to detail, mechanically inclined, able to come up with solutions efficiently and cost effectively, is confident when providing advice to your supervisor and enjoys working alone and outdoors. The ideal candidate will have a minimum of high school diploma, with equipment operator experience (grader and Bob Cat) and able to lift and carry up to 50 lbs. The successful candidate will be required to have or willing to take the small system wastewater certificate as well as equipment operator certificates and willing to participate in the Incident Command System training to the 300 level.

#### **The location**

The Village of Holden is located 100 kilometers east of Edmonton. The village is located off highway 14 and is at the center of Beaver County.

#### **Contact info**

If you are interested in this position, please send your resume and cover letter to [cao@holden.ca](mailto:cao@holden.ca)