



# Westlake Watershed District

## Summer General Labourer

Westlake Watershed District is looking for a Summer General Labourer

### **Position qualifications:**

- Must be available to work Monday to Friday 8:30am - 4:30pm
- Willing to work overtime and/or weekends if needed
- Have a valid Manitoba Class 5 driver's license
- Ability to work independently and as a team
- Ability to work outside in all weather conditions as well as an office environment
- Excellent organizational skills
- Excellent verbal and written communication skills
- Ability to operate UTV and trailer is considered an asset
- Maintain good image with district rate payers
- Inform manager or administrator of related problems
- Act in good faith while working for the district
- Keep accurate and thorough timesheets

### **Duties**

- Supervise summer staff, ensure the work crew operates in a safe and effective manner.
- Hand excavation
- Operate hand and power tools
- Work closely with and assist District Manager/Technician
- Encourage and maintain a good public image
- Responsible for availability and operation of equipment, while making sure it is properly maintained
- Collect and compile inventory as needed
- Resolve minor conflicts and report to the manager or administrator
- Assist with front-line office organization or filing system
- Various outdoor/office duties as assigned

Salary to be determined by job skills and experience.

Start date is April 2026, depending on applicants' availability. End date is August 29, 2026 with potential to extend, or adjust based on applicant availability.

**Application Deadline – February 28, 2026** or until the position is filled

**Please submit resume with 2 references and available start date to:**

**Westlake Watershed District**

Box 33, Alonsa, MB ROH0A0

or email [admin@westlakewd.com](mailto:admin@westlakewd.com)

ph: 204 767-2101 fax:204 767-2044

*The Westlake Watershed District would like to thank all applicants for their interest;  
however, only those selected for an interview will be contacted.*