



Westlake Watershed District

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 as soon as possible.

Please submit resume with 2 references to:

Westlake Watershed District

Box 33, Alonsa, MB R0H 0A0

or email 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.*