



PO Box 119 North Portal, SK S0C 1W0
P (306)927-5050
villagen@sasktel.net
www.villageofnorthportal.ca

Maintenance Foreman (Permanent Part-Time)

The Village of North Portal is seeking a motivated and reliable **Maintenance Foreman**. This is a **permanent part-time position** with flexible hours that vary throughout the year depending on seasonal demands, weather conditions, and municipal priorities.

Compensation & Benefits

- **Salary:** \$24,000 - \$30,000 per year, depending on experience and seasonal factors
- **Health benefits option**
- **Municipal Employees' Pension Plan (MEPP)**

Position Summary

The Maintenance Foreman is responsible for the day-to-day maintenance of municipal infrastructure and equipment and provides leadership and supervision for seasonal maintenance staff (if applicable). The Foreman reports directly to Council through the Administrator and works closely with the Administrator to prioritize projects, coordinate maintenance activities, and ensure municipal assets are maintained in a safe and efficient manner.

Hours of Work

Hours vary throughout the year.

- **Peak summer mowing and heavy snowfall periods:** up to **35–40 hours per week**
- **September through November:** approximately **5–10 hours per week**
- Average workload is approximately **15 hours per week**

Typical working hours are generally between **7:00 a.m. and 5:00 p.m.**, with flexibility depending on operational requirements. Occasional extended hours may be required during peak mowing, snow clearing, emergency situations, or other seasonal demands.

Key Responsibilities

The successful candidate will be responsible for:

- Maintaining public lands, roads, alleys, ditches, the lagoon, cemetery, and municipal buildings.
- Snow clearing, grass mowing, weed control, tree trimming, and installation of signage.
- Operating and maintaining municipal equipment, including tractors and mowers.
- Performing routine equipment inspections, servicing, minor repairs, and coordinating major repairs.
- Maintaining equipment in safe operating condition.



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- Coordinating municipal maintenance projects and seasonal work.
- Supervising seasonal maintenance employees, assigning work, and ensuring tasks are completed safely and efficiently.
- Maintaining inventory records, equipment logs, timesheets, and maintenance records.
- Assisting the waterworks operator with municipal utility tasks as required.
- Conducting regular inspections of municipal buildings and infrastructure.
- Preparing reports for the Administrator and Council as requested.
- Assisting during local emergency situations.
- Maintaining a clean, organized, and safe municipal workshop.
- Preparing budgetary and maintenance recommendations annually.
- Ensuring respectful communication with residents, Council members, the Administrator, and municipal staff.
- Performing other maintenance duties as assigned by the Administrator.

Qualifications

The ideal candidate will possess:

- A valid driver's licence.
- Good leadership and supervisory abilities.
- A professional and respectful attitude.
- Experience operating tractors, mowers, and maintenance equipment (preferred).
- Experience in equipment maintenance, mechanical repairs, plumbing, carpentry, or general maintenance (an asset).
- The ability to work independently, prioritize tasks, and respond to changing seasonal demands.

The successful candidate must be willing to become familiar with all municipal equipment and to acquire additional skills and training as requested by Council.

Additional Information

- Employees are generally **not required to work weekends**, except in extenuating circumstances such as heavy snowfall.
- The Foreman is expected to maintain a safe, alcohol-free workplace and remain available by cellular phone during working hours.
- Vacation requests must be approved through the Administrator.

To Apply

Please submit a resume and references to:

Village of North Portal

Lindsay Davis, Administrator
by email: villagen@sasktel.net
in person: 211 Antrim St, North Portal



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Applications will be accepted until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted.