



**Box 338, 2101 20<sup>th</sup> Ave  
Bowden, Alberta,  
T0M 0K0**

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**SUPERINTENDENT of  
PUBLIC WORKS, PARKS & ARENA OPERATIONS**  
(Permanent, Full-Time)

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The Town of Bowden is accepting applications for the position of, Superintendent of Public Works, Parks & Arena Operations.

Reporting to the Chief Administrative Officer, the Public Works Superintendent (PWS) is responsible for the management, organization and co-ordination of the Town of Bowden public service delivery programs relating to the Town infrastructure (streets, sewers, buildings, etc), waste water operations, clean water distribution, utility services & repair, and all Arena, Parks & Cemetery operations.

The PWS will in the course of duties interact with residents, outside organizations, contractors, and employees in the professional delivery of Town of Bowden public services, and capital works projects.

The PWS will assist the CAO in the planning, co-ordination and control of operations in accordance with overall Town of Bowden policies, plans and objectives and make recommendations as required.

Responsibilities will include policy & procedure development (eg; Occupational Health & Safety), assistance in the preparation and management of capital & operational budgets, departmental operational planning, including the day to day supervision of all full time, part time and seasonal staff.

The following qualifications & experience will be considered as important assets for this position;

- A minimum of 5 years in a senior supervisory capacity within Public Works (or similar)
- Proven experience of staff management and interpersonal skills
- Awareness of budgetary and cost controls
- Ability to interpret plans & specifications
- Strong written & verbal communication skills and proficiency in computer software applications
- Knowledge of building, equipment & mechanical systems
- Ability to operate heavy vehicles & specialist equipment
- Recognized qualification in Recreational Facility Management (Arena Operator / Building Maintenance)
- Recognized qualification or experience in Water Distribution Systems
- Alberta Public Works Supervisor qualification or membership of a recognized trade association (eg; Alberta Municipal Supervisors Association / Alberta Public Works Association)

**Interested candidates are invited to submit their resume with cover letter, by mail or e-mail to CFO, Jacqui Molyneux at the address stated above or to; [finance@town.bowden.ab.ca](mailto:finance@town.bowden.ab.ca).**

**If submitting by e-mail please ensure your documents are in Microsoft Word format or Adobe pdf format. The closing date for applications is September 1<sup>st</sup> 2018**

**Full details of the job description, remuneration and responsibilities will be provided during the interview process.**

**We thank all applicants for their interest however only those selected for interviews will be contacted.**