

Assistant Manager

Location: Rural Municipality of Edenwold No. 158, Saskatchewan

Employment Type: Full-time, Permanent

Department: Public Works



About Us

The RM of Edenwold (RM) is a growing municipality that combines rural charm with modern opportunities. Our team plays a key role in supporting vibrant communities, thriving agriculture, and dynamic business districts. Located along major highways, we're a hub for development and innovation—making your work impactful and rewarding.

Role Overview

We are seeking a motivated and community minded individual to lead the Public Works Department in executing public services across the municipality. This role works closely with the Engineering Department in the operation and maintenance of infrastructure, fleet, personnel, materials and facilities within Public Works.

Key Responsibilities

- Oversee and manage the operation and maintenance of public infrastructure including roadways, water and sewer systems, drainage, parks, and RM facilities.
- Oversee the budgeting of maintenance activities and capital projects. Manage 3rd party contractors, consultants and suppliers in the delivery of goods and materials. Assist in long-term infrastructure management and capital planning.
- Provide departmental leadership to develop staff competencies and foster a positive working environment. Manage performance and ensure department goals and objectives are achieved.
- Prepare reports, summaries, and background materials to support internal planning and Council decision making
- Collaborate with neighbouring municipalities and other regulatory agencies in the delivery of public services.
- Execute Administrative duties related to permitting and applications, procurement, work order management, construction inspections, utility installation approvals, and internal policies.

Education & Qualifications

The successful candidate will possess the following education, skills, and attributes:

- Grade 12 Education or GED
- Experience in construction management and project delivery
- Water and/or Wastewater Operator Certification is considered an asset.

- Experience working with community organizations, service providers, municipalities, or public sector partners
- Experience in Human Resources Management and Supervision
- OHS Certification
- Demonstrated ability to build and maintain collaborative working relationships
- Strong written and verbal communication skills
- Excellent organizational, coordination, documentation and project support abilities
- Valid Saskatchewan driver's license

Compensation

The RM of Edenwold offers a competitive salary and benefits package based on education, qualifications, and relevant experience.

How to Apply

Qualified candidates should submit a resume and cover letter to the RM of Edenwold No. 158, Attn: Clark Gates by:

- **Email:** info@edenwold-sk.ca
- **Mail or In-Person:**
 - RM of Edenwold No. 158
100 Hutchence Road
Emerald Park, SK S4L 1C6
- **Fax:** 306-347-2970

Applications will be accepted until **4:00 p.m. on Friday, August 21, 2026.**

We thank all applicants for their interest; only those selected for an interview will be contacted.