



Summer Village of Sunrise Beach

PUBLIC WORKS MAINTENANCE POSITION

Seasonal Position – Salary or Contract

The Summer Village of Sunrise Beach is looking for an individual or company to complete all public works related work required during our summer season. This can be a salary or contract position. The position would run from mid April to mid October, depending on weather conditions and work requirements.

Typical duties of this position include (but are not limited to):

If salary:

- Regular day-to-day maintenance of Village equipment, trucks, lawn mowers, weed trimmers, tractors.
- Cut and trim grass in all road ditches, park and walking path areas, fell trees, clean out drainage ditches/culverts, repair/install signs, pick-up parts, fuel and supplies from local distributors when required.
- Maintain the Village shop as a clean and safe working environment.
- Recommend to the CAO capital purchases/rehabilitation for both equipment and roads/drainage, in writing, annually.
- May be required to supervise and oversee additional public works staff or contractors.
- Experience and certification as a chainsaw operator would be an asset; training may be offered to the right candidate if needed.

If Contract:

- Cut and trim grass in all road ditches, park and walking path areas, fell trees, clean out drainage ditches/culverts, repair/install signs
- Recommend to the CAO capital purchases/rehabilitation for both equipment and roads/drainage, in writing, annually.

Please refer to the summer village website for full details on this position.

Applicants should submit their resume or proposal by **4:00 p.m. Wednesday, March 5th, 2025.**

Please forward resumes and inquiries to:

Summer Village of Sunrise Beach

c/o Wendy Wildman, Chief Administrative Officer

P.O. Box 1197 Onoway, AB. T0E 1V0 or email svsunrisebeach@wildwillowenterprises.com

If you have questions, please call 780-967-0271

We thank all applicants for their interest, however only those selected for interviews will be notified.