



RM OF PRINCE ALBERT No.461

R.R. #2, Site 4, Comp 112, Prince Albert SK S6V 5P9

Phone: (306) 763-2469

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Director of Public Works

Rural Municipality of Prince Albert No. 461

The Rural Municipality of Prince Albert No. 461 is seeking an experienced and motivated **Director of Public Works** to lead the planning, operation, and management of the Municipality's Public Works Department.

Reporting directly to the Chief Administrative Officer (CAO), the Director of Public Works is responsible for the strategic leadership and day-to-day management of municipal roads, drainage systems, shop operations, equipment, and public works staff. This position plays a key role in maintaining essential municipal infrastructure while ensuring safe, efficient, and cost-effective service delivery.

Key Responsibilities

The successful candidate will:

- Provide leadership, supervision, and direction to the Public Works Department.
- Plan, prioritize, and oversee municipal road maintenance, construction, drainage, culvert, gravelling, crushing, and dust control programs.
- Manage departmental staff, including recruitment, training, performance evaluations, scheduling, and workplace safety.
- Prepare and administer the annual operating and capital budgets.
- Develop and implement departmental policies, procedures, and maintenance standards.
- Prepare tenders, contracts, and procurement documents for public works projects.
- Review engineering drawings and provide technical input on municipal infrastructure and development proposals.
- Monitor municipal infrastructure and recommend long-term asset management strategies.

- Ensure compliance with applicable legislation, Occupational Health and Safety requirements, and municipal policies.
- Respond to inquiries from residents, contractors, government agencies, and other stakeholders.
- Attend Council meetings and provide professional advice and recommendations on public works and infrastructure matters.
- Identify and pursue grant and funding opportunities to support municipal infrastructure projects.

Qualifications

The ideal candidate will possess:

- A minimum of **10 years of progressively responsible experience** in municipal public works, engineering, or a related field.
- Post-secondary education in engineering or a closely related discipline.
- Strong knowledge of municipal infrastructure, construction practices, and asset management.
- A thorough understanding of Saskatchewan municipal legislation and provincial regulations.
- Eligibility to meet the requirements of a **Competent Person** under Saskatchewan Occupational Health and Safety legislation.
- Experience managing budgets, contracts, procurement, and capital projects.
- Excellent leadership, organizational, communication, and interpersonal skills.
- Strong report writing and presentation abilities.
- Proficiency with Microsoft Office and other relevant computer applications.
- Certification to operate Graders, Loaders, Skid Steers, Dozers, Excavators, etc., considered an asset.

Working Conditions

- Winter schedule: **40-hour work week**
- Summer schedule: **50-hour work week**
- Combination of office and field work.

- Attendance at Council and stakeholder meetings is required.
- Participation in emergency response situations may be required.
- Outdoor work in varying weather conditions.

Conditions of Employment

- Successful Criminal Record Check.
- Completion of a probationary period.
- Valid Class 5 driver's license with a satisfactory driver's abstract.

Why Join the RM of Prince Albert?

The RM of Prince Albert No. 461 offers the opportunity to make a lasting impact on one of Saskatchewan's growing rural municipalities. This leadership position provides the chance to work alongside a dedicated team while overseeing essential infrastructure projects that support residents, agriculture, and economic development.

Salary: Competitive and based on qualifications and experience, with a comprehensive benefits package and pension plan.

Application Deadline: August 20th, 2026

Interested applicants are invited to submit a cover letter and resume outlining their qualifications and experience.

Please forward applications to:

Chief Administrative Officer
Rural Municipality of Prince Albert No. 461

Email: cao@rmprincealbert.ca

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