



## EMPLOYMENT OPPORTUNITY

### Lead Hand

The Municipality of Swan Valley West Invites applications for the position of Lead Hand.

This union position will report directly to the Chief Administrative Officer

**Specific responsibilities include but not limited to:**

- Establish work priorities and schedules for all public Works staff
- Supervise contractors in the performance of work contracts and ensure that proper Construction specifications are adhered to
- Maintain records and files on capital activities
- Maintain records and files on maintenance activities
- Respond to emergency situations as required
- Provide information required for billing custom work or sale of goods and services
- Preparation of work orders, plans and specifications for specific public works projects

A more detailed job description may be obtained by calling our office at (204)-734-3344 or emailing [cao@munswanvalleywest.com](mailto:cao@munswanvalleywest.com)

**Applications must include a resume in order to be considered and shall be submitted in a sealed envelope marked:**

**APPLICATION - Lead Hand**

Municipality of Swan Valley West  
Box 610  
Swan River, MB. R0L 1Z0  
Attention: Interim CAO  
or email to [cao@munswanvalleywest.com](mailto:cao@munswanvalleywest.com)

**This position will remain open until a suitable candidate is found.  
We thank all applicants, but only those selected for an interview will be contacted.**