

The **Village of Richmond** is seeking a reliable and motivated individual to join our team as a **Part-Time Public Works Foreman**. This position offers the opportunity to contribute to the maintenance and improvement of our community through diverse and rewarding responsibilities.

Key Responsibilities

- **Landscaping & Property Maintenance:**
 - Mow and weed whip Village property, lagoon berm, and ditches on the east and west sides of town.
 - Trim trees and shrubs on Village property, removing dead or broken branches.
 - Maintain Village Park and playground to ensure cleanliness and repair.
- **Snow Removal:**
 - Operate the tractor for snow removal on roads and sidewalks, including the Richmond Community Hall.
- **Weed Control:**
 - Spray weeds and maintain a current Pesticide Applicator License.
- **Water Systems & Infrastructure Maintenance:**
 - Conduct monthly well checks, ensuring cleanliness, general maintenance, and pest-proofing.
 - Perform lagoon inspections (Spring and Fall) and document findings.
 - Assist the Water Treatment Plant Operator and perform generator checks/run tests.
 - Ensure curb stops are functional and stocked for emergencies, assisting with line break repairs.
 - Ensure maintenance and upkeep of the water and sewer system.
- **Village Facilities & Equipment:**
 - Maintain a tidy and organized Village shop and storage shed.
 - Perform general maintenance at the Richmond Community Hall as needed.
 - Service equipment and research environmentally safe products for curbstop maintenance.
- **Documentation & Reporting:**
 - Keep detailed logs and photographs of contractor work for future reference.

Qualifications & Skills

- Experience with equipment operation and maintenance is an asset.
- Valid driver's license required; a Pesticide Applicator License or willingness to obtain is essential.
- Strong organizational and documentation skills.
- Ability to work independently and adapt to a variety of tasks.

Hours & Compensation

- Part-time position with flexible hours.
- Competitive wage based on experience.

If you're passionate about keeping our community safe, clean, and functional, we'd love to hear from you!

How to Apply

Please submit your resume and cover letter to:

Village of Richmond
richmond.village@sasktel.net

Applications will be accepted until position is filled.