

Job Description

RESORT VILLAGE OF CANDLE LAKE



JOB TITLE: Full-Time Seasonal Skilled Labourer **JOB CATEGORY:** Hourly - In Scope

Department/Group: Public Works Operations **Direct Reports:** None

Reports to: Public Works Operations Manager **Travel required:** None

Secondary report: Chief Administrative Officer **Position type:** Full-Time

Equipment provided: Shop Tools/Equipment **Date posted:** March 17, 2026

Salary Range: Based on CUPE 4838 Collective Bargaining Agreement **Posting expires:** March 31, 2026

APPLICATIONS ACCEPTED BY:

Email: publicworks@candlelake.ca

Special Requirements:

JOB DESCRIPTION

Role and Responsibilities:

The Resort Village of Candle Lake is seeking a motivated and reliable individual to join the Public Works Department as a Full-Time **Seasonal Skilled Labourer**.

Applicants must possess a valid Class 5 driver's license, be able to lift up to 30 lbs, and demonstrate general physical aptitude. Duties may include groundskeeping, road maintenance, drainage work, building maintenance, garbage truck operation and other Public Works tasks as required.

Experience operating heavy equipment, including a mini excavator for drainage and culvert work, is considered an asset. Experience operating a transit level instrument is also considered an asset, or a willingness to learn.

The ideal candidate would be available to start May 1 and work through the end of October (approximately six months).

Candidates must provide an acceptable driver's abstract. A criminal record check will be required prior to hiring.

Preferred Qualifications and Education

- A complete Grade XII or GED.
- A valid Class 5 Drivers License

Required Skills

- Problem solving and analytical skills.
- Exercise good judgement.

- A valid Class 3 Drivers License would be an asset.

Preferred Qualifications and Education (continued)

- 1-2 years of relevant experience.

Required Skills (continued)

- Time management and ability to multitask.
- Excellent communication skills
- Interact and work well with the team.
- Ability to operate heavy equipment.

Additional notes:

This position supports the Public Works Department and works closely with members of the operations team while interacting with residents and visitors as part of daily operations. The successful candidate must be able to work independently and as part of a team, adapt to changing priorities, and contribute to the efficient delivery of municipal services.

Primary Duties

- Maintain a clean, organized, and safe work environment.
- Assist Public Works staff with daily operational tasks and maintenance activities.
- Support work related to roads, drainage systems, municipal facilities, and public areas as required.
- Interact with the public in a respectful and professional manner when representing the department.
- Demonstrate a positive attitude, reliability, and a willingness to learn new skills.

Other Duties

- Perform other related duties as assigned.

REVIEWED BY: Public Works Operations Manager **DATE:** March 17, 2026

Approved by: Chief Administrative Officer **Date:** March 17, 2026

Chief Administrative Officer

March 17, 2026