

(709) 884-2438

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townoftwillingate.ca

**Employment Opportunity – Foreman for the Twillingate Trail Development project.**

**The Town of Twillingate is inviting applications for a Foreman for the Twillingate Trail Development project.**

This seasonal position is for a 40-hour work week (8:00am-5:00pm, Monday to Friday shifts). The ideal dates for this contract are from May to October. Due to concerns around COVID-19, these dates may be subject to change.

**This position includes the following duties:**

* Work closely with the Twillingate Trails’ Regional Committee (TTRC) to assist in the hiring and training of trail development crew members.
* Work with the Recreation Director to create a project plan (schedule, budget, etc.) for the upcoming season.
* Direct and supervise all trail development crew members.
* Monitor all work and expenditures to ensure trail work is completed within the budget, on time and to proper specifications.
* Order, pick up and transport of all supplies needed for trail work.
* Oversee and assist in the construction and regular maintenance of all trail work.
* Keep an accurate inventory of all supplies acquired and used for all trail work.
* Ensure all tools and equipment are used properly and maintained in good repair.
* Ensure that all necessary paperwork is completed and submitted in a timely manner.
* Carry out and enforce all polices and procedures as outlined by the employer.
* Provide written performance evaluations for all Trail Development crew members.

**This position reports directly to the Recreation Director.**

Mandatory Qualifications:

* Ability to work independently and with a team
* A valid Drivers License
* Basic carpentry skills
* Available from May – October (dates to be confirmed)

Qualifications considered to be an asset, but not mandatory:

* Experience in hiking trail construction
* Knowledge and experience in the field of carpentry
* Knowledge and experience with basic bookkeeping
* Experience with managing large projects
* Experience with managing a team of workers

Wage: $18.50/hr

Interested parties are asked to send their resume to:

Jeff Blackler

Recreation Director

[j.blackler@townoftwillingate.ca](mailto:j.blackler@townoftwillingate.ca)

**Deadline to apply is April 17, 2020 by 5:00pm.**

**If you have any questions about the hiring process, please call Jeff Blackler at 884-7590**

Due to the concerns around COVID-19, only electronic resumes will be accepted.

Only applicants qualifying for an interview will be contacted.