

Employment Opportunity

ROCKCUT TWILLINGATE TRAILS

FOREMAN – TOP OF TWILLINGATE

The Town of Twillingate is inviting applications for a Foreman for the TOP of Twillingate project.

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

This position includes the following duties:

- Work closely with the Rockcut Twillingate Trails Committee
- Work with the Recreation Director to create a project plan (schedule, budget, etc.) for the upcoming construction season
- Direct and supervise all trail construction and 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/transport supplies needed for trail work
- Oversee and assist in the construction and regular maintenance of trails
- Keep an accurate inventory of all supplies
- Ensure all tools and equipment are properly used and maintained
- Ensure that all necessary paperwork is completed and submitted in a timely manner
- Ensure compliance with policies and procedures as outlined by the employer
- Provide written performance evaluations for crew members

This position reports directly to the Recreation Director.

Mandatory Qualifications:

- Ability to work independently and in a team setting
- A valid Driver's Licence
- 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 can send their resume to:

Grant White
Recreation Director
g.white@townoftwillingate.ca

Deadline to apply is Monday, May 17, 2021 by 5:00pm.

If you have any questions about the hiring process, please call Grant White at 893-3008 or 884-7667.

Resumes can be dropped off at the Town Office or sent via email.

Please submit a separate application for each position advertised.

Only applicants qualifying for an interview will be contacted.

