

Village of Val Marie

Office of the Administrator
P.O. Box 178
Val Marie, SK S0N 2T0
www.valmarie.ca

ph: (306) 298-2022
fax: (306) 298-2224
email: vovm@valmarie.ca

EMPLOYMENT OPPORTUNITY

(SEASONAL/PART TIME)

HELP US MAKE THE VILLAGE LOOK GREAT!

The Village of Val Marie is looking to hire a seasonal employee to fill the maintenance laborer position for the 2026 season. The position includes general maintenance activities for the village such as: cutting grass, weed whipping, landscaping, as well as campground and cemetery maintenance.

A job description is attached. The employment term is approximately April 20 to October 16, 2026. Start and end dates may be adjusted for students who cannot work the full term due to school commitments.

Starting wage: \$25/hr

This position will be flexible in hours/days worked, however requires a trustworthy and diligent person. The village will not guarantee a number of hours but estimate that it will average approximately 25 hrs per week (averaged out over the course of the employment term). More hours will need to be worked at the beginning of the season to get facilities open, flowers planted, and grass cut during the faster spring growing season. Hours are less near the end of the season.

For further information, contact either Logan or Ben:

Logan Resch

Office: (306) 298-2022

Ben McLearn

Cell: (306) 774-3446

Applications will be accepted until a suitable applicant has been found.

Only applicants selected for an interview will be replied to.

Apply with a cover letter and resume to:

Logan Resch, Acting Administrator

Village of Val Marie

PO Box 178 | Val Marie, Saskatchewan | S0N 2T0

email: vovm@valmarie.ca



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|----------------------------|-------------------------|-----------------------|---|
| Job Title: | Maintenance Laborer | | |
| Department/Group: | Public Works | Tenure: | Part-time, Seasonal (approx. 25-40 hours per week from April 15 – Oct 31) |
| Location: | Val Marie, Saskatchewan | Hours of Work: | Weekdays, Weekends, Evenings Hours per week negotiable |
| Level/Salary Range: | \$25-30/hour | | |
| Reports to: | Public Works Foreman | | |

Job Description

ROLE AND RESPONSIBILITIES

The Maintenance Laborer supports the public works foreman with the operation of all municipal assets and services within the following functional areas: general government, transportation services, protective services, environment and health, recreation and culture, and utility services. This is an entry level position requiring strong work ethic, a positive attitude, the ability to work with and communicate with various related stakeholders in order to be successful.

- Responsible for carrying out the day-to-day maintenance operations of the public works departments.
- Providing janitorial and general maintenance services at the campground (cleaning, painting, small repairs, checking campsites for hazards or malfunctions, keeping the self-registration box stocked and tidy, ensuring appropriate posters are on the bulletin boards).
- Cutting grass and weed whipping as needed throughout the village (campground, streets, village owned properties, the RM office, around the elevator, and Val Marie Cemetery).
- Ensuring garbage collection sites on Main Street are emptied.
- Landscaping duties as needed (planting flowers, weeding, watering).
- General organization and cleaning of Village Shop and Firehall.
- Keep detailed time sheets, log books, daily records of what work was done.
- A \$12.50 per (bi-weekly) pay period phone allowance will be paid providing our personal phone is made available for work calls/texts. Carrying of cell phones at work is required for safety and efficiency purposes.
- Must be willing to work evening, weekends, and statutory holidays as required.
- Need to exhibit a professional care and concern for the state of the municipal infrastructure, be able to communicate problems or hazards to the public works foreman.

QUALIFICATIONS AND EDUCATION REQUIREMENTS (OR WILLINGNESS TO OBTAIN & KEEP CURRENT)

- Power Mobile Equipment Certification (Tractor, FEL)
- Standard First Aid & CPR C (OH&S compliant)
- WHIMIS 2015
- Valid Class 5 Drivers Licence
- Subject to a criminal records and federal security screening checks.

PREFERRED SKILLS

- Ability to work with minimal supervision.
- Must be able to communicate with ratepayers, residents, and visitors to the Village in a polite and courteous manner.



- Have basic knowledge and understanding of typical vehicle, small equipment, and building operation and maintenance.
- Have basic computer and email skills (word, excel, and email programs).

ADDITIONAL NOTES

Due to the majority of this position being related to the delivery of municipal services, this position requires the individual to work evenings, weekends and extended work days from time-to-time.

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| Updated by: | Village of Val Marie Council | Date: | March 20, 2024 |
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| Employee Signature: | | Date: | |