

# Town of Norris Point

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## **EMPLOYMENT OPPORTUNITY Maintenance Supervisor**

The Town of Norris Point is currently accepting resumes for a full-time Maintenance Supervisor position.

Start date: March 2, 2020

Salary: TBD

### **Duties and Responsibilities**

Maintenance Supervisor is responsible for the general maintenance of the Town's infrastructure, equipment, vehicles, systems, and provides support to the town's programs and services and all other duties as required.

This position is responsible for the Health & Safety duties of all employees under his/her supervision.

Detailed job description is available by request from the Town Office.

### **Education and Experience**

Applicant must have completion of High School Diploma or equivalent.

Previous experience is an asset however not mandatory.

Driver's license 05 is required.

Must have or be available to train for the relevant courses required for the position.

Town is willing to train; Water System Maintenance, Operator Training and Certification, Health & Safety related courses (WHMIS, TDG, First Aid, Confined Spaces, Fall Protection, fit testing & traffic control), Communication & Leadership skills, Supervisory skills is an asset.

Basic computer knowledge

**Interested persons can drop off a resume at the Town Office, email: [info@norrispoint.ca](mailto:info@norrispoint.ca) or fax: 458-2883.**

**Deadline for submitting a resume is 4:30pm on February 7, 2020**