



# Employment Opportunity

## Village of Silverton

### Public Works Assistant

The Village of Silverton is located nearly 95 kilometers north of Nelson, nestled in the Slocan Valley and is situated on beautiful Slocan Lake.

Under the supervision of the Public Works Foreman, the Public Works (PW) Assistant will perform a wide variety of duties assigned by the PW Foreman and/or CAO. You will be responsible for general maintenance duties, garbage pick up duties, snow-plowing, completion of small water system qualifications, special/capital project duties and other day-to-day duties or other work that is required. This list is not exhaustive and is subject to change in accordance with corporate needs.

The starting pay rate for this position is \$18.50 to \$23.00 per hour, dependent on qualifications and experience. A six-month probation period will apply. This position is 4 days a week, 8 hours a day, and offers full benefits. Being on-call after hours will be occasionally required.

The successful candidate should have:

- High School matriculation graduation
- Experience in an administrative/financial position
- Excellent problem-solving skills
- Ability to multi-task with attention to detail
- Strong leadership, interpersonal skills, and an excellent team player
- Ability to work independently under pressure, multitask, set priorities and meet deadlines
- Excellent communication skills, both verbal and written
- Experience working professionally with the public
- Valid BC Class 5 Driver's License

Preferences will be given to individuals who have a post-secondary education with excellent employment references. Experience working with municipal software and knowledge a municipal environment is preferred. This is an entry level position and there are opportunities for education for the position while working for the Village of Silverton.

Applications should demonstrate knowledge, skills, and abilities relevant to the position with proof of education and qualifications and will be accepted until **4:00 pm, September 30, 2021.**

**Start Date: TBD**

All applicants should provide contact information for at least two previous employer references.

Please submit your resume and cover letter to Hillary Elliott at 421 Lake Ave., Silverton BC, V0G 1S0 or email to [info@silverton.ca](mailto:info@silverton.ca).

We thank all applicants, however, only those selected for an interview will be contacted.