



RURAL MUNICIPALITY OF DE SALABERRY

Full Time Public Works and Utility Office Clerk

The R.M. of De Salaberry invites applications for a full-time permanent Public Works and Utility Office Clerk.

Working alongside the Public Works Department, the Public Works & Utility Office Clerk provides administrative support to ensure the efficient daily operations of the department. This role serves as the primary point of contact for resident's service requests and assistance in coordinating public works activities.

Key Responsibilities:

- Perform general office administration, including data entry and report generation;
- Prepare meeting materials and draft reports for Committees and Council;
- Coordinate and process resident service requests;
- Prepare and issue public notifications;
- Process driveway permit applications;
- Process drainage applications, surveys and licenses;
- Order civic address and street signage;
- Assist in obtaining required provincial licenses and permits;
- Administer quarterly water billing and follow-up on accounts;
- Update the Annual Water System Report and Advisory Notification Plan;
- Assist with implementing the municipal Lead Monitoring Program and Dust Control Program annually.

Qualifications:

- Strong organizational and communication skills;
- Proficiency in office software and data management;
- Ability to manage multiple tasks and meet deadlines;
- Experience in municipal administration is an asset;
- Fluency in both French and English is considered an asset.

Individuals are invited to submit a resume marked "Public Works and Utility Office Clerk" with a cover letter and wage expectations in confidence to:

Dallas Braun - Chief Administrative Officer
Box 40, St. Pierre-Jolys, Manitoba, R0A 1V0
Email - cao@rmdesalaberry.mb.ca

Closing date for applications is May 22, 2026. We thank all who apply and advise that only those selected for further consideration will be contacted.