



EMPLOYMENT OPPORTUNITIES

KENTON LUD/WARD 1 OFFICE MANAGER • KENTON OFFICE

Job Description

The R.M. of Wallace-Woodworth is looking for a **full-time (with flexibility for part-time) Kenton LUD/Ward 1 Office Manager**. Based at the Kenton Office and reporting to the CAO, the role includes customer service, utility billing, support to departments, safety program administration, and recreation support. Candidates should have strong administrative and communication skills, be proficient in Microsoft Office, and ideally have or be willing to complete a CMMA certificate, administrative and clerical duties related to the operation of the Municipality.

UTILITY OPERATOR

The R.M. of Wallace-Woodworth is hiring a full-time Utility Operator based out of the Virden Office. Reporting to the Utility Manager, this unionized position supports water treatment, distribution, and wastewater systems across the municipality. Duties include system checks, data recording, maintenance, and assistance during water breaks. Applicants must hold or be willing to obtain Manitoba water/wastewater certification, possess a valid Class 5 driver's license, and be computer proficient. A full benefits package is available after six months.

LANDFILL SITE ATENDANT • HARGRAVE AND KOLA

The R.M. of Wallace-Woodworth is seeking a **full-time Landfill Site Attendant** to oversee operations at the Hargrave and Kola sites. Responsibilities include managing site access, enforcing disposal policies, maintaining cleanliness and safety, and performing light equipment operation and manual tasks. Applicants should be reliable, able to work independently, and possess basic record-keeping skills. This unionized role offers a competitive wage and benefits after a probationary period.

A complete job description is available online or upon request.
Interested candidates should submit a resume with three professional references by:

E-mail: info@wallace-woodworth.com

Mail/Drop-off: R.M. of Wallace-Woodworth Municipal Office
154023 PR 257 Box 2200 (Corner of 83 Hwy & PR 257)
Virden, Manitoba R0M 2C0

We thank all applicants for their interest; only those selected for an interview will be contacted. This posting will remain open until a suitable candidate is found.