



**RM OF BIGGAR NO. 347  
EMPLOYMENT OPPORTUNITY – LAWN AND PROPERTY MAINTENANCE  
SELF-CONTRACTOR**

The Rural Municipality of Biggar No. 347 invites applications for the position of Lawn and Property Maintenance Contractor. This position will report directly to the Administrator. This position is set to begin May 1, 2024 and end October 31, 2024 (weather permitting).

This position will interest you if:

- You are self-motivated with a strong work ethic;
- You are reliable, punctual and able to perform duties in a timely manner;
- You pay attention to detail to ensure precise lawn care;
- You possess the skills to treat everyone with respect;
- You have your own lawn care and maintenance equipment.

Responsibilities include:

- Lawn mowing and maintenance tasks (raking, manicuring);
- Trim and edge lawn to ensure a neat and tidy appearance;
- Remove of leaves, weeds, debris and other unwanted materials from the lawn and flower beds;
- Irrigation of lawn and plants as needed;
- Application of fertilizer, pesticides and other treatments as needed;
- Landscape maintenance tasks include pruning, planting and mulching;
- Maintain and winterize sprinkler system;
- Maintenance of back driveway and walkway (ensure clean on all sides of building);
- Uncover A/C in summer and cover and lockup in the fall;
- Maintenance of exterior and interior lights of building, and other maintenance that may be asked of Administrator.

Please submit your application by 3:00 p.m. Monday, April 29, 2024. Applications may be sent by mail, hand delivered or emailed. Please include in your application, proposed maintenance schedule, fees and any other pertinent information to:

Sandi Silvernagle, Administrator  
P.O. Box 280  
201 – 2<sup>nd</sup> Avenue West  
Biggar, SK S0K 0M0  
Email: [rm347admin@sasktel.net](mailto:rm347admin@sasktel.net)  
Phone: 306-948-2422

All applications are appreciated, however only those selected for an interview will be contacted.