



## Employment Opportunity:

### Public Works Technician-(5-6 month Term Position)

The Municipality of the District of Saint Mary's is currently seeking applications for the position of a Public Works Technician. This is a 5–6-month term position that is in partnership with the Province of NS through their Community Works Employment Program. The position will assist the Public Works department on a variety of projects and is intended to provide a work placement for a co-op student from a university or community college.

#### Duties of the Position include:

- Assist the Plan Operators in preparing annual reports and other requirements under the Approval to Operate the Sherbrooke Water Treatment & Distribution plant, the wastewater treatment & collection system and the Transfer Station/ C&D site at Gegogan, Nova Scotia.
- Develop reporting templates and models that could be followed in future years to standardize the reporting models for the Municipality.
- Generate GIS mapping of municipal assets for use in developing an asset management plan in the future.
- Review and update the Source Water Protection Plan and develop an implementation plan for the revised Source Water Protection Plan.
- Other duties as assigned.

#### Qualifications:

- New graduate of Engineering Technology Diploma Program or Bachelor of Engineering (EIT).
- Excellent project management abilities
- Advanced English literacy skills
- Advanced computer and technology literacy, proficiency in MS Word an asset
- Ability to exercise independent judgment and discretion
- Extremely strong time management, organizational skills and a strategic thinker

This is a 5–6-month term position that is in partnership with the Province through their Community Works Employment Program. Work hours will be 35 hours per week at \$25/hour.

#### Applications:

Application by resume and cover letter along with references will be accepted until 4pm on **Friday, March 11<sup>th</sup>, 2022**. Applications accepted by: Email: [marissa.jordan@saint-marys.ca](mailto:marissa.jordan@saint-marys.ca) or by mail, or dropped off at the Municipal Office at 8296 HWY 7, Sherbrooke.

Only those applicants selected for interviews will be contacted.