

Employment Opportunity:



Position Title: PUBLIC WORKS OPERATOR
Reports to: Director of Public Works
Classification: Permanent/Full-Time/Salary (40hrs/week/salary)
Salary Range: \$50,009 to \$62,511 per annum

Position Summary:

This is a permanent full-time position which will report to the Director of Public Works. The Public Works Operator, in conjunction with public works staff, will work to support all areas of public works including the operations of: the Water Treatment Plant, the Wastewater Treatment Plant, the St. Mary's Recplex, the Municipal Transfer Station and other maintenance of municipal facilities, municipal properties and parks.

List of Duties:

Public Utilities Support

Coordinate with the Director of Public Works to:

1. Maintain and repair Water System and Wastewater System equipment and perform preventative maintenance. This includes but is not limited to pumps, sewage lift stations & pumps, water distribution pipes, sewage collection pipes, SCADA systems, etc.
2. Assist with repair water/wastewater equipment and facilities damaged by storms etc.
3. Assist with the construction/installation of new services
4. Install, set or remove meters associated with routine customer changes
5. Support meter reading, billing and collection services
6. Assist with connection and disconnection services
7. Address all work orders and concerns and maintain appropriate records as required
8. Assist with maintenance programs and repairs to utility equipment vehicles and infrastructure at the direction of the Director of Public Works
9. Perform required chemical and physical analysis on a daily basis at the Water Treatment and Sewage Treatment Plants and such other locations as determined from time to time.
10. Maintain and comply with standard practices, policy and procedural manuals for the Water System and Wastewater System and associated plant operation and maintenance
11. Assist with maintenance and management at other municipal facilities as required including but not limited to the Municipal Office, Library, Transfer Station and Recplex
12. Maintain current knowledge in the utility industry through peer association, attendance at seminars, study, review of literature, and proposed regulations
13. Must live within 15 minutes of the Water and Wastewater treatment facilities.
14. Any other duties as assigned by the Director of Public Works or the CAO

St. Mary's Recplex

1. Monitor activities and enforce facility rules and regulations that ensure public safety
2. Perform safety inspections, building cleanness (main area, hospitality room, dressing rooms and bathrooms)
3. Removal of garbage, recycling from dressing rooms and main floor bins, other janitorial duties as required.
4. Ensure parking lot and entrances are safe and free from snow etc.
5. Assistant with maintenance and operate Zamboni and other equipment.
6. Conduct ice depth tests.
7. Update maintenance logbook.
8. Assist with daily duties/activities/general operations of the facility.
9. Assist with skating ice making duties and conversion and removal of curling ice.

Grounds/General Maintenance

1. Detect/identify potential problem/hazards on Municipal properties.
2. Perform general maintenance such as mowing, lawn care, trail clearing, snow removal, painting, etc. on Municipal properties.

Weekly Hours and Work Environment:

1. This role operates 40 hours per week. Normal hours will be 8:00AM to 4:30PM on a 10 day on 4 days off rotation. Each daily shift includes ½ hour lunch break (unpaid) and two 15- minute breaks.
2. You need good health, physical stamina, and strength. Agility, coordination, and mechanical ability would be helpful. You must be able to take direction and be able to follow instructions given by a supervisor.
3. Work takes place indoors and outdoors in various weather conditions.
4. This role will involve daily physical labor including but not limited to: standing and moving for significant amounts of time (e.g. standing, walking, moving for 1 to 2 hours at a time with short sitting breaks), use of tools including power tools, large motorized equipment, walking, carrying equipment and supplies
5. Travelling with equipment and supplies to and from work events in your personal vehicle will be expected. The position is eligible for mileage and expenses in accordance with the *Municipal Expense Policy* for travel to and from the municipal office to work event sites.

Knowledge and Skills:

1. College diploma or certificate in Industrial Mechanical, Pipe Fitting, Plumbing, Carpentry or other trades would be an asset but not required. Minimum education required is completion of high school or equivalent.
2. Water operator level one certificate and level one Wastewater certificate, (or Water operator level one certificate and willingness to complete the level one Wastewater operator certificate on the job. (Completion required within 12 months.)
3. Problem solving and decision-making skills.

4. Good communication skills including written reports such as maintaining logbooks, log sheets and written reports.
5. Chain saw safety course; course will be provided if not already obtained.
6. Class 5 drivers license with clean driver's abstract
7. Strong sense of teamwork, respect and courtesy for co-workers and the public

Applications:

Applications by resumes and cover letters will be accepted until **noon on Monday, June 17th, 2024, or until the position is filled**. Only those applicants selected for interviews will be contacted. Applications will be accepted by email to teddy.stevens@saint-marys.ca or by Mail to 8296 HWY 7, PO Box 296, Sherbrooke NS, B0J 3C0. The successful candidate will undergo a reference review by the municipality. An RCMP, Vulnerable Sectors and Child Abuse Registry check will be required to satisfy standards for work with youth and/or vulnerable people. The Municipal Human Resource Policy, available at <https://www.saint-marys.ca/municipal-documents.html>, provides more information about municipal employment standards, requirements, and benefits.