



## Municipality of the District of St. Mary's

Box 296, 8296 Highway #7, Sherbrooke, NS B0J 3C0

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### SCHEDULE "A" Position Description

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<b>Position Title:</b>	Public Works Operator
<b>Reports to:</b>	Director of Public Works
<b>Classification:</b>	Permanent/Part-time – hours will vary weekly between 20-30 hours.
<b>Rate of Pay:</b>	\$23.50 per hour plus vacation pay

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#### **Position Summary:**

This is a permanent part-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 operating Zamboni and other equipment.
6. Conduct ice depth tests. Update maintenance logbook.
7. Assist with daily duties/activities/general operations of the facility.
8. Assist with skating ice making duties and conversion and removal of curling ice.

### Transfer Station Duties

1. Responsible for the overall operation and flow of waste material at the Transfer Station
2. Designate appropriate locations and prepare site for specific storage of Construction & Demolition, tires, scrap metals, etc.
3. Inspect and monitor incoming waste and direct it to the appropriate locations for off-loading and storage.
4. Prohibit dumping of banned and unsorted waste, including periodic audits of incoming waste
5. Maintain logs of incoming and outgoing waste
6. Must ensure security of the site and protection of the environment
7. Handle cash and issue receipts to customers.
8. Operation of the backhoe to move and compact waste materials. Maintenance of backhoe including a updating a maintenance for the backhoe.
9. Other duties as required for the efficient and safe operation of the Transfer Station.

### 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.

### Qualifications/Skills

- Must be dependable and able to work independently with minimal direct supervision and oversight.
- Must have a clean criminal record and vulnerable sector check. Must hold a valid driver's license for operation of the Backhoe and Zamboni.
- Must be able to read, write and possess basic math skills. Customer service and communication skills.
- Able to operate lawn care and trail maintenance equipment.
- The work requires routine walking, standing, bending, and carrying items weighing less than fifty pounds.
- Experience in mechanical, pipe fitting or electronics would be considered an asset. Knowledge of utility operations would be considered an asset.
- Have or be prepared to achieve training and/or certification for: Standard First Aid, Workplace Hazardous Materials Information System, Traffic Control Person, Excavation and Trenching Certification and Occupational Health and Safety Acts and Regulations

