

Employment Opportunity:



Position Title:	PUBLIC WORKS OPERATOR
Reports to:	Director of Public Works
Classification:	Permanent/Full-Time (40hrs/wk)/Salary
Salary Range:	\$45,600-\$57,000

Position Summary:

The Municipality is seeking a qualified Water/Wastewater Operator to join our Public Works team in the position of Public Works Operator. This is a permanent full-time position which will report to the Director of Public Works. The Public Works Operator will perform, in conjunction with public works staff, the overall duties required to assist in the operations of municipal facilities. Municipal facilities include but are not limited to; Municipal Transfer Station, Sewer Treatment Plant, Water Treatment Plant and the St. Mary's Recplex. Other maintenance throughout Municipal properties will be a part of daily routine.

Duties of the Position:

- Coordinate with the Director of Public Works to:
 - Assist with connection and disconnection services;
 - Assist with repair water/wastewater equipment and facilities damaged by storms etc;
 - Assist with the construction/installation of new services;
 - Install, set or remove meters associated with routine customer changes;
 - Support meter reading, billing and collection services.
- Address all work orders and concerns and maintain appropriate records as required.
- Assist with maintenance programs and repairs to utility equipment vehicles and infrastructure at the direction of the Director of Public Works.
- 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.
- 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.
- Maintain and comply with standard practices, policy and procedural manuals for the Water System and Wastewater System and associated plant operation and maintenance.
- Assist with maintenance at other municipal facilities as required including but not limited to the Municipal Office, Library, Transfer Station and Recplex.
- Maintain current knowledge in the utility industry through peer association, attendance at seminars, study, review of literature, and proposed regulations.
- Any other duties as assigned by the Director of Public Works.

Experience:

- Successful completion of Grade 12.
- Minimum of one year's experience in utility operations, or a suitable combination of education and experience is required. This can include experience or certification in the below trades:
 - Mechanical Technician
 - Electrical Technician
 - Instrumentation Technician
 - Electrician
 - Plumber



- Working knowledge of NS Environment Act and Regulations governing Municipal Drinking Water would be considered an asset.
- The following certificates or “Operator in Training” for the follow certificates would be considered an asset:
 - Wastewater Treatment-Class II Operator
 - Wastewater Collection-Class I Operator
 - Water Treatment- Class II Operator
 - Water Distribution- Class I Operator
- Valid Nova Scotian driver’s license (and good driving and safety record).
- 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
 - Occupational Health and Safety Acts and Regulations

Skills:

- Computer skills suitable for the preparation of reports, spreadsheets and correspondence associated with the position.
- Strong problem solving and decision-making skills.
- Quality-consciousness and exceptional attention to detail.
- Demonstrated ability to commit to a team-oriented project with the ability to work independently.

Applications:

Applications by resume and cover letter along with references will be accepted until **4:00pm on Friday, May 27th, 2022 or until the position is filled.** Only those applicants selected for interviews will be contacted.

Applications accepted by:

Email to: marissa.jordan@saint-marys.ca

Mailed to: 8296 HWY 7, PO Box 296, Sherbrooke NS, B0J 3C0

Faxed to: 902-522-2309