



**POSITION TITLE:** Public Works and Utility Operator

**DEPARTMENT:** Public Works

**REPORTS TO:** Public Works Manager

---

The Public Works and Utility Operator is responsible operation of the water and sewer services within the R.M. of De Salaberry and to provide public work services to the Local Urban District of St. Malo such as road and sidewalk clearing and maintenance, operation and maintenance of equipment. The Operator provides updates and reports as required by legislation for the utility operation.

**Utility Duties:**

- Ensures that the operation of the water and sewer utilities adheres to established standards and legislation.
- Performs operational duties and maintenance related duties for all municipal water, lift station, lagoon, and related maintenance of facilities for the Utilities Division.
- Monitors and makes the required adjustments to the water and wastewater treatment process, systems and associated areas.
- Collects samples from utility facilities as required.
- Maintains records such as: month end reports, water tests, lift stations, sewage flows, daily work sheets, and maintenance records for all assigned utilities.
- Performs manual laboring tasks in the maintenance of municipal utility systems.
- Performs daily chlorine testing at all municipal water treatment facilities.
- Provides all related maintenance and assigned duties in relation to fire hydrants.
- Performs flushing of water and sewer lines.
- Responds to and checks lift stations as required.
- Performs inspections on all sewer and water hook-ups.
- Reads, repairs, and records all municipal meter readings.
- Inspects and cleans municipal water reservoirs, water and sewer lines, and lift stations.
- Maintains equipment, tool inventory, and shop inventory and supplies
- Ensures the water treatment plant has the necessary parts and inventory to maintain the equipment in a timely fashion to ensure minimal interruption in the daily operation.
- Performs other duties as may be assigned from time to time.



### **Public Works Duties**

- Maintains streets and sidewalks within the LUD which include snow clearing and street sweeping in accordance with municipal policy
- Maintains equipment, tool inventory, and repair shop inventory and supplies including road signs
- Assesses vehicle and equipment requirement purchases, and is responsible for management and safe operation of all assets for the Municipality
- Provides ditch mowing and grass cutting services
- Beautification services to the L.U.D.
- Performs other duties as may be assigned from time to time

### **Experience & Qualifications**

- Level 1 Water Treatment & Distribution, Level 1 Wastewater Collection and Level 1 Wastewater Treatment or willingness to acquire in three years.
- One-year related experience in operating equipment and be able to complete necessary administrative documentation related to daily operations.
- Valid Province of Manitoba driver's class five (5) licence (minimum).
- Ability to establish priorities, and action work objectives with a high level of independence and minimal supervision
- Previous municipal work experience would be an asset
- Ability to coordinate, organize and problem solve
- Ability of communicate effectively; verbally and in writing
- Ability to deal with the public in a respectful manner

### **General Expectations**

- All municipal employees are expected to be analytical in the performance of their duties as well as providing suggestions to improve existing methods and/or procedures to enhance the level of service to municipal ratepayers.

### **Equipment Operation:**

- Operation of equipment owned or operated by the municipality, including tractors, welders, power drills, chain saws and steamer. Improper actions could result in serious loss of time or resources.



### **Position Requirements**

- The incumbent exercises some discretion and judgment in determining the most effective operation of the municipal utility operations and facilities and has some degree of flexibility in decisions regarding the interpretation of instruction or in solving problems.
- Work may include working in difficult areas, particularly in relation to water and sewer lines.
- During the summer season, incumbents may be required to work 50 hours per week in accordance with the Heavy Construction Industry labor standards. These hours are reduced to 45 hours per week during the winter season.
- Position requires after hours call-out duties as they arise
- Dealing with complaints and requests from ratepayers on a daily basis requires a certain degree of diplomacy to resolve disputes.

### **Computer software and equipment:**

- The incumbent requires a working knowledge Munisight, Microsoft Word, Microsoft Outlook and Microsoft Excel as well as any other software application that may be implemented from time to time. The incumbent requires the ability to use computers, scanners, photocopiers, calculators and printers.