

## Employment Opportunity:



<b>Position Title:</b>	<b>Public Works Operator</b>
<b>Reports to:</b>	Director of Public Works
<b>Classification:</b>	Full-Time Permanent (40hrs/week)
<b>Salary:</b>	\$51,771-\$64,713; Dependent upon experience and qualifications

---

### Position Summary:

This is a permanent full-time position which reports to the Director of Public Works, and receives day-to-day direction from the Lead Hand. The Public Works Operator, in conjunction with other public works staff and under the guidance of the Lead Hand, 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 maintenance of municipal facilities, municipal properties and parks.

### Qualifications:

Successful candidates must have or be willing to obtain:

1. Grade 12 Education or equivalent
2. Valid driver's license
3. Criminal background check
4. Vulnerable sector check
5. Water Treatment Operator Level 1
6. Wastewater Treatment Operator Level 1
7. 2<sup>nd</sup> Class Refrigeration Plant Operator
8. Workplace Hazardous Waste Management Information System training
9. Cardiopulmonary Resuscitation and First Aid Training

Any post-secondary trades training/experience will be considered an asset.

### List of Duties:

#### Public Utilities Support

Under the direction of the Director of Public Works and/or Lead Hand:

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. 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. Read meters, support billing and collection services
6. Perform connection and disconnection services
7. Address all work orders and concerns and maintain appropriate records as required
8. Carry out maintenance programs and repairs to utility equipment vehicles and infrastructure
9. Perform required chemical and physical analysis daily 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. When on call, must be able to be on site at the Water and Wastewater treatment facilities within 30 minutes.
14. When on call, must stay within cell phone reception or have alternate solutions to be able to be always reached by voice call.
15. Must be able to be on-call and able to react to emergency alarms/issues.
16. 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 inspections for safety and building cleanliness, and address any safety or cleanliness issues identified (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. Operate ice resurfer and other ice making equipment, and perform basic maintenance of all related equipment as directed.
6. Conduct ice depth tests.
7. Update maintenance logbook.
8. Conduct daily duties/activities/general operations of the facility.
9. Perform ice making for skating, hockey, curling and any other uses as determined.

#### Grounds/General Maintenance

1. Detect/identify and address potential problems/hazards on Municipal properties.
2. Removal of garbage from municipal sites.
3. Perform general maintenance such as mowing, lawn and yard/garden care, trail clearing, snow removal, painting, tree clearing etc. on Municipal owned and leased properties.



## Transfer Station

1. Safely operate all aspects of municipal transfer station, including construction and demolition, metal, garbage, bulky items, hazardous household waste, electronics, etc.
2. Responsible for the overall operation and flow of waste material at the Transfer Station
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, keeping a journal and weekly balancing of cash against receipts.
8. Operate the backhoe to move and compact waste materials.
9. Basic daily/weekly maintenance of backhoe and any other site equipment.
10. Other duties as required for the efficient and safe operation of the Transfer Station

## **Skills and Competencies:**

The following skills and competencies are required to safely and effectively perform the duties of the position.

### Technical & Operational

- Ability to safely operate and maintain municipal infrastructure and equipment, including water and wastewater systems, refrigeration systems, and heavy equipment.
- Working knowledge of basic mechanical systems and ability to perform routine maintenance and repairs.
- Ability to follow standard operating procedures, safety protocols, and regulatory requirements.
- Ability to read and interpret basic technical information, logs, and instructions.

### Safety & Compliance

- Strong awareness of workplace safety practices and ability to identify and respond to hazards.
- Ability to follow established procedures to ensure safe operation of facilities, equipment, and public spaces.
- Understanding of responsibilities related to environmental protection and public safety.

### Work Ethic & Reliability

- Dependable and punctual, with the ability to work scheduled shifts, including evenings, weekends, and on-call rotations.
- Ability to respond to emergencies and urgent operational issues as required.
- Ability to work independently with minimal supervision once trained.



### Teamwork & Communication

- Ability to work effectively as part of a team and take direction from the Lead Hand and Director of Public Works.
- Ability to communicate clearly with co-workers and the public in a respectful and professional manner.
- Willingness to support other service areas as required (e.g., utilities, Recplex, transfer station, recreation, administration).

### Customer Service

- Ability to interact with the public in a courteous, helpful, and professional manner.
- Ability to enforce rules and procedures in a respectful and consistent way, particularly in public-facing environments such as the Recplex and Transfer Station.

### Organizational & Record-Keeping

- Ability to complete basic documentation, logs, and records accurately (e.g., maintenance logs, waste tracking, inspections).
- Ability to follow assigned work plans and complete tasks efficiently.

### **Working Conditions:**

- Primarily field-based work with regular duties across municipal facilities, infrastructure, and outdoor sites.
- Required to work a rotating schedule amounting to 40 hours weekly on average, including weekends and on-call rotations. Evenings and after-hours' work also required periodically, compensated through time in lieu.
- Required to respond to operational issues and emergencies, including after-hours call-outs.
- Work performed in a variety of municipal environments, including water and wastewater facilities, recreation facilities, transfer station, and public spaces, with regular exposure to outdoor weather conditions.
- Frequent physical activity, including lifting up to 50 lbs, bending, standing, and operating equipment.
- Required to safely operate municipal vehicles, heavy equipment, and specialized machinery (e.g., ice resurfacer, backhoe, pumps, etc.).
- Exposure to noise, chemicals, and potentially hazardous materials, requiring adherence to safety procedures and use of personal protective equipment (PPE).
- Required to work independently or as part of a team, depending on assigned tasks and operational needs.
- Travel between municipal sites is required as part of regular duties.

**Applications accepted by email to:** [employment@saint-marys.ca](mailto:employment@saint-marys.ca)

Applications by resume and cover letter along with references will be accepted until **4pm May 20<sup>th</sup>, 2026**. Only those applicants selected for interviews will be contacted. The Municipality of the District of St. Mary's is an equal opportunity employer and is committed to a work environment that supports, inspires and respects all individuals.