



## Job Description

<b>POSITION TITLE:</b>	<b>Public Works Labourer/WTP Operator</b>
<b>REPORTS TO:</b>	<b>Public Works Supervisor/WTP Operator</b>
<b>POSITION SUMMARY:</b>	<b>Responsible for performing manual labour for the maintenance of municipal property and equipment, routine garbage collection, and municipal beautification among other tasks as directed by the Public Works Supervisor. Also, ensuring safe drinking water and proper data collection when in the water treatment plants.</b>

### DUTIES:

1. Assist with the operations of the public works department
2. Assist with the development and implementation of work plans for maintenance in the town site as directed by the Supervisor including but not limited to grass cutting, snow removal, garbage pickup, equipment maintenance etc.
3. Follow safety protocols and ensure that work is completed in accordance to policies, procedures, and record keeping requirements
4. Provide supervision, feedback, and training for casual employees/ summer students as directed by the Supervisor
5. Maintain the water treatment plant systems in order to ensure the availability of a clean community water supply
6. Maintain adequate water supply levels for residents and firefighting necessities
7. Inspect the plant and all operating systems daily to ensure effective operations
8. Carry out maintenance operations in public works and water plant operations in utilities as scheduled by the employer
9. Other Related Duties

**NOTE:** The duties are not set forth for the purpose of limiting the assignments of work. They are not to be construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work.

**Working Conditions:** Public Works Environment

## **Competencies/Requirements**

### **Skills:**

- Strong organizational, leadership skills
- Communication and public relations skills, both written and verbal
- Ability to prioritize all work task assignments and maintain daily records or work assignments
- Ability to work with minimal supervision

### **Knowledge:**

- Knowledge and/or experience in operating/supervising municipal equipment
- Knowledge of preventative maintenance programs for fleet and infrastructure
- Knowledge of current legislation (workplace health and safety, employment standards, etc...)

### **Certificates/Licences:**

- Grade 12
- Minimum Class 5 Province of Manitoba Driver's Licence
- Class 2 water and wastewater operator certification ( training will be provided)