



## **Position Title: Public Works & Maintenance Operator**

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|-------------------------|---------------------------------------|
| Department:             | <b>Public Works &amp; Maintenance</b> |
| Reports To:             | <b>Manager of Public Works</b>        |
| Creation/Revision Date: | <b>August 2024</b>                    |
| Salary Range:           | <b>\$47,840.00 - \$66,560.00</b>      |
| Status:                 | <b>Permanent Full-Time</b>            |

### **Position Summary:**

The Public Works & Maintenance Operator is under the supervision of the Manager of Public Works. The Public Works & Maintenance Operator is responsible for the overall maintenance of town property and equipment. The Public Works & Maintenance Operator is an effective team member whose contributions assist in the achievements of department and organizational objectives.

### **Key Duties and Responsibilities:**

- All seasons maintenance: clear snow, cut grass, fix roads and street signs, paint street lines, paint/minor carpentry, minor plumbing and electrical repairs.
- Greenspace maintenance throughout town limits – approaches, around culverts, light posts, signage, etc.
- Operating ice making and resurfacing equipment in the production and maintenance of arena ice.
- Monitor refrigeration equipment, including taking and recording readings and reporting issues, checking, adjusting and performing routine repairs and maintenance tasks on equipment and ensuring ice quality is maintained.
- Operate various pieces of equipment including, but not limited to, skid steer, power mowers, weed wackers, etc.
- Follow direction and carry out duties as delegated by Public Works & Maintenance Operations.
- Attend Public Works & Maintenance Operations Department meetings as required.
- Any other duties assigned by Foreman of Public Works and Maintenance.

### **Required Knowledge, Skills, and Abilities:**

- Energetic, enthusiastic, and highly professional with superior judgment.
- Ability to maintain the highest level of confidentiality.
- Ability to work independently with minimal oversight and direction, as well as part of a team environment. Demonstrate cooperative attitude with management, staff, partners, and customers.
- Knowledge and understanding of Workers' Compensation practices/protocols, Workers' Compensation Act and OH&S Regulations and other.
- Be knowledgeable of Safety Policies and Procedures.
- Operate and maintain heavy equipment, small hand tools, lawn and garden equipment and be aware of safety policies and procedures at all times.
- Aesthetic eye.
- Criminal Record Check (Vulnerable sector required)



- Valid class 3A driver's license, optional.
- Drivers Abstract required
- Valid Class 5 Driver's License required
- Bondable.

**Education and Experience:**

- Grade 12 or equivalent years of experience
- WHMIS
- First Aid/CPR
- Confined space training.
- Heavy Equipment Operation Certification

**Working Conditions:**

- Working within the community at offsite locations not managed by the Town.
- Limited travel may be required.
- Ability to manage varied shift work:
  - o 10 Hour days from 7:00AM - 5:30PM;
  - o Shifts vary from Monday through Thursday or Tuesday through Friday.
- Ability to work overtime and weekend work.
- Ability to respond to emergency situations and perform on-call duties.
- Regularly deal with simultaneous multiple demands which must be attended to "on the spot".
- Regular peak periods require an accelerated work pace with deadlines creating pressure.
- May be required to respond to emergency situations.
- Working conditions contain moderate risks which require planned safety precautions for limited periods of time.
- May be subjected to inclement weather when conducting site inspections.
- May be exposed to hazards associated with the construction industry.
- Occasional exposure to unpleasant conditions such as dust, dirt, noise, fumes, noxious odours, heat, and cold.
- Exposure to infectious disease and the requirement to use personal protective equipment and hygiene practices.

Please apply with resume via mail, email, fax, or in person to:

222 Diamond Place  
Box 253  
Pilot Butte, SK S0G 3Z0  
Email: [townofpilotbutte@pilotbutte.ca](mailto:townofpilotbutte@pilotbutte.ca)  
Fax: (306)781-4477

\* Only those individuals who are selected for interviews will be contacted.

The job position will remain open until we have found a suitable candidate.