

# **TOWN OF SPRINGSIDE – PUBLIC WORKS LABOURER**

Public Works labourers are under the direct supervision of the Public Works Foreman with direction from the Town Administrator and Town Council. Subject to the policy set by Town Council, this position is responsible for assisting in the planning, organizing, and carrying out of the services delivered by the Public Works department in the Town of Springside. This is a FULL-TIME (40 HOUR WORK WEEK) SIX-MONTH TERM POSITION paid on an HOURLY salary. The Town of Springside offers a competitive Pension and Group Insurance Benefits package.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Water & Sewer**

- Assist in the operation and maintenance of the water treatment plant, and water distribution system and ensure that water systems are in good repair
- Maintain and operate the wastewater system including lift station and lagoon and ensure that both are in good repair and properly maintained – daily checks/record pump operations and add chemicals if required
- Maintain, operate and perform lab analysis for the water treatment plant and wastewater system as required by Water Security Agency Regulations
- Daily, weekly and annual routine and preventative maintenance and repairs, as well as documentation, records generation, and retention required to satisfy operational requirements and Water Security Agency Regulations
- Assist in the installation and repair of water mains, water meters, and service connections
- Read water meters as required
- Fire hydrant maintenance, water line flushing, valve inspections/maintenance
- Manhole inspections
- Respond to consumer complaints and turn the water on/off at addresses
- 24 Emergency Standby, Monday - Friday and every third weekend
- Any other duties as assigned by the Public Works Foreman and/or the Town Administrator at the direction of the Town Council

### **Streets**

- Ensure that paved and graveled roads are maintained and in good repair ie, potholes, assisting with paving, etc.
- Ensure that maintenance equipment is in good repair
- Cut grass and trees on Town Property as required
- Maintain alleys as required
- Ensure culverts, signs, and sidewalks are in good repair
- Snowplow streets as required

### **Other**

- Repairs and maintenance on Town Buildings and ensure they are in a well-kept fashion
- Shovel sidewalks at the Town Office, Ridge Runner Arena, and Community Hall during the winter months
- Submit time sheets weekly

## **PREFERRED QUALIFICATIONS**

- Preference for local residency or immediate neighboring area
- MUST have valid driver's license
- Experience in the operation and maintenance of municipal infrastructure and the delivery of services is preferred.
- Experience in operating loader, backhoe, tractor, skidsteer and street sweeper would be an asset.
- Energetic, self-motivated, enthusiastic, team player, and highly professional with superior judgment.
- Ability to maintain the highest level of confidentiality.
- Exceptional communication (both oral and written) and interpersonal skills with the public, contractors, and co-workers
- Knowledge and understanding of Workers' Compensation practices/protocols and OH&S Regulations
- Be knowledgeable of Safety Policies and Procedures

## **Education Requirements**

- High School Graduation or equivalent
- Preference will be given to applicants with the following education:
  - Wastewater Treatment Class 1 Certification
  - Water Treatment Class 1 Certification
  - Water Distribution Class 1 Certification
  - WHMIS
  - First Aid/CPR
  - Confined Space Training

## **HOW TO APPLY**

Applications will be accepted until Friday, May 23, 2025, at 4:00 pm

Apply in person by dropping off your resume with a cover letter including wage expectations at:

The Springside Town Office, 18 Main Street, Springside, SK

Or VIA email: [springside@sasktel.net](mailto:springside@sasktel.net)

More Information? Call Kathy 306-792-2022