

TOWN OF SPRINGSIDE – PUBLIC WORKS LABOURER

Public Works staff are under the direct supervision of the Town Administrator. Subject to the policy set by Town Council, this position is responsible for the planning, organizing, and carrying out of the services delivered by the Public Works Department and responsible for the overall operations of the Town of Springside's Water Treatment Plant, Wastewater System, and Water Distribution System. 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
- Standby for Town of Springside on a 7/24 basis – standby responsibilities will be shared between two Public Works Staff
- Any other duties as assigned by the Public Works Foreman and/or the Administrator at the direction of the Town Council

Streets & Roads

- Ensure that paved and graveled roads are maintained and in good repair
- 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 sidewalk at the Town Office, Ridge Runner Arena, and Community Hall during the winter months
- Submit time sheets weekly

Reports and Meetings

- Attend Public Works/Administration meetings as required

PREFERRED QUALIFICATIONS

- Preference for local residency or immediate neighboring area
- Valid driver's license
- Experience in operating loader, backhoe, tractor 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 general public, contractors, and other town departments
- Knowledge and understanding of Workers' Compensation practices/protocols, Workers' Compensation Act and OH&S Regulations, and other
- Be knowledgeable of Safety Policies and Procedures

Education Requirements

- High School Graduation or equivalent
- Experience in the operation and maintenance of municipal infrastructure and the delivery of services is preferred.
- 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, November 8, 2024, at 4:00 pm

Apply in person by dropping off your resume with a covering letter including wage expectations at the Town Office: 18 Main Street, Springside, SK

Or VIA email: springside@sasktel.net

More Information? Call Kathy 306-792-2022