



# Picture Butte

## *Picture Perfect!*

## EMPLOYMENT OPPORTUNITY

The Town of Picture Butte is currently hiring for the position of *Public Works I Temporary Full-Time (Between 4 – 18 months)*

**POSITION TITLE:** Public Works I

**REPORTS TO:** Foreman/Leadhand

**SUBORDINATE POSITIONS:** None

### POSITION SUMMARY:

The Public Works I position is required to perform daily tasks relating to the operations of the Town as directed by the Foreman/Leadhand.

### MINIMUM QUALIFICATIONS:

Valid Alberta Class 5 Driver's License  
Standard First Aid/CPR certificate or willingness to obtain  
WHMIS/TDG certification or willingness to obtain

### REQUIRED SKILLS AND ABILITIES:

- Ability to effectively communicate in English
- Ability to establish and maintain effective working relationships with the public, employees and representatives of other agencies.
- Ability to respond to various tasks as requested or required
- Ability to successfully complete general labourer duties
- Be able to work with small hand and mechanical power tools
- Ability to operate construction and maintenance equipment
- Ability to lift twenty (20) kgs
- Understanding of the Occupational Health and Safety Act, Regulation and Code.
- Willingness to successfully complete Basic First Aid, WHMIS Training and other training as required.

### RESPONSIBILITIES:

- Waste collection (household, commercial, cardboard, grass, spring / fall clean-up, etc.)
- Maintain public signage for the Town
- Assist in general maintenance, construction and repair of all Town infrastructure.
- Assist with snow removal and road sanding practices according to the Town's snow removal policy.
- Assist in the operation, maintenance, repair and construction of the Town's infrastructure including storm drainage, streets, sidewalks, signs, parks, recreation facilities and Town buildings.
- Assist the Water and Wastewater Operator in the fulfillment of their duties regarding the maintenance, construction and repair of the water distribution system and sanitary sewer system.

### **RESPONSIBILITIES continued...**

- Safe operation of various hand tools – both manual and powered
- Safe operation and daily service of a variety of equipment (such as, but not limited to, mowers, trucks, etc.) as per Town Policy and Procedures
- Have a safe working knowledge of equipment and be able to operate equipment when required.
- Required to make regular checks so that the operation, maintenance, repair and/or construction of the Town's parks, green spaces, recreational facilities and buildings occurs.
- Operation of various pieces of equipment such as lawnmowers, weed whips, tractors, snow blowers, skid steer, single axle trucks and other Town owned equipment.
- Required to assist in the planting and maintenance of turf, grass and lawns at various Town parks, green areas and recreational facilities and grounds.
- Required to assist in the maintenance, operation and repair of irrigation systems at Town parks, green spaces, recreational facilities and grounds and to install such systems if required.
- Assist in the proper application of herbicide and pesticide spraying.
- Ability to follow safe work practices, as outlined by the Municipality, Workers Compensation Board, and other governing bodies report all misuse, vandalism, damage sustained to Town property
- Understanding of the Occupational Health and Safety Act, Regulation and Code. Ability to follow safe work practices, as outlined by the Municipality, Workers Compensation Board, and other governing bodies
- Performance of other related duties as assigned by the CAO or Director of Operations
- Report all misuse, vandalism, damage sustained to Town property
- Performance of other related duties as assigned by the Foreman/Leadhand.
- Be willing to work shift work.
- May be required to work On-Call shifts

### **COMPENSATION:**

- Probationary Rate 22.69; Regular Rate – \$25.04

### **Hours of work – 40 hours per week**

PLEASE SEND APPLICATIONS TO THE DIRECTOR OF CORPORATE SERVICES VIA EMAIL IN **PDF FORMAT** TO **admin@picturebutte.ca** OR IN PERSON AT THE TOWN OFFICE BEFORE **May 12, 2023 AT 3:00 PM.**

PLEASE INCLUDE A COVER LETTER, RESUME and COPY OF QUALIFICATIONS.

Thank-you for your interest, however only selected candidates will be contacted for interviews and the position will remain posted until a suitable candidate is found.