



Nackawic-Millville

RURAL COMMUNITY

Public Works & Utility Department Operator

POSITION TITLE: Public Works Operator, Full-Time – PW Department

REPORTS TO: Director of Public Works & Utility

POSITION SUMMARY: This full time, permanent position is part of the Municipality's Public Works & Utility Department and is a unionized position. The Operator will perform a wide variety of duties including waste collection operations, water & wastewater management systems, roads/streets winter and summer maintenance, operation of heavy equipment, sidewalk repair and building/vehicle maintenance. Specific aspects of the position are labour intensive.

Description

The Public Works Operator plays a vital role in maintaining and enhancing the infrastructure of our community. This position requires a dedicated individual who possesses a strong work ethic and a commitment to public service. The operator will be responsible for a variety of tasks related to the maintenance and operation of public works facilities and systems. This includes, but is not limited to, waste collection, roads/streets, water, and waste management systems. Operators will work closely with other team members and departments to ensure that all public spaces are safe, accessible, and efficient. The work is often physical and may require the use of heavy equipment and machinery, demanding both technical skills and a keen understanding of safety protocols. In addition to hands-on work, the Public Works Operator may also engage with the community, aiding information as needed. This role offers an opportunity to contribute significantly to the quality of life in our municipality by ensuring that public facilities meet the needs of residents and visitors alike. If you are looking for a rewarding career that makes a difference and you have the requisite skills, we encourage you to apply.

115 Otis Drive, Nackawic, NB E6G 2P1
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Duties & Responsibilities

- Main duties involve the safe operation of both a rear load and side load automatic transmission truck for weekly solid waste collection.
- Complete pre-trip and post trip inspections of work truck and report any deficiencies or vehicle concerns.
- Operate truck and equipment using prescribed techniques to eliminate driver induced mechanical issues.
- Maintain a clean vehicle by cleaning the interior and exterior as required.
- Ability to operate and maintain a variety of heavy equipment such as dump trucks, backhoe, loaders and trackless.
- Ability to operate equipment during winter events and have the physical capability to shovel snow when required.
- Ensure that all personal protective equipment is always worn (gloves, reflective vests, work boots and safety glasses).
- Perform routine inspections and preventive maintenance on public works equipment and systems.
- Carry out road/street maintenance tasks including pothole repairs, street sweeping, and snow removal.
- Assist in the maintenance of community spaces to provide safe and enjoyable environments.
- Respond to emergencies and perform repairs on public infrastructure as needed.
- Work collaboratively with other public works staff, municipal departments and local agencies to optimize operations and community service.
- Maintain accurate records of work performed, including materials used and hours worked.

Requirements

- High school diploma or equivalent.
- Valid commercial driver's license, Class #3/Air Brake Endorsement minimum, Class 1 preferred.
- Proven experience operating trucks, heavy machinery and performing maintenance tasks.
- Knowledge of safety procedures and regulations related to public works operations.
- Ability to perform physical labor in a variety of weather conditions.
- Strong problem-solving skills and ability to work independently or as part of a team.

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- Excellent communication skills to interact effectively with the public and other team members.
- Previous experience in working in a waste collection environment and/or water/sewer environment is considered an asset. Water Distribution 1 and/or Wastewater 1 certification is a definite asset.

Skills

- Mechanical inclined.
- Ability to work in a collaborative, team environment.
- Ability to handle difficult and stressful situations with good judgement and discretion.
- Analytical and problem-solving skills.
- Good communication skills.

Personal Attributes

- Demonstrates time management, ability to multi-task and meet deadlines.
- Exhibits a dedication to the position and the public.
- Displays tact, diplomacy and discretion.
- Strong interpersonal skills.
- Demonstrates initiative and shows flexibility

HOURS OF WORK, SALARY AND BENEFITS:

- Compensation as outlined in the Union Collective Agreement.
- Location of work is the Nackawic-Millville Rural Community.
- Excellent Benefits and Pension Plan as per the Union Collective Agreement.

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CERTIFICATION

I Certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exclusive list of all responsibilities and activities required of the position.

Chief Administrative Officer's Signature: _____

Date: _____