



## **Maintenance Worker – Environmental Services Department (Term Position)**

### **TERM**

September 9, 2024-December 31, 2024, with the possibility of an extension.

### **THIS MOMENT, THIS POSITION**

The Maintenance Worker (Environmental Services Department) is primarily responsible for the maintenance, repair and installation of water and sewer distribution mains (storm and sanitary), service laterals, valves and valve boxes, manholes, catch basins, fire hydrants, and sewer lift stations. Additional Duties of the Maintenance Worker include but are not limited to:

- Installation, repair, and maintenance of underground municipal infrastructure assets: water, sanitary sewer and storm sewer systems.
- Responsible for competently operating heavy equipment related to the operation and maintenance of municipal infrastructure. Excavation experience is critical for this position.
- Responsible for ensuring their duties are carried out in an effective, efficient, competent, and safe manner in relation to themselves and fellow employees.
- Perform safe excavations to water and sewer related work, using excavator and/or backhoe.
- Hydro-excavate for piped infrastructure, services, natural gas lines, etc.
- Add gravel to utility cuts and other holes in the street to maintain a minimum level of street smoothness.
- Prepare streets for capital paving by adjusting manholes, catch basins, and valve boxes.
- Use of video inspection equipment to perform and plan for duties.
- Perform hydro-excavation and sewer line flushing.
- Operate sidewalk plows, backhoe, loader, and plow/salt trucks in snow clearing operations.
- Operate excavator, backhoe & loader in day-to-day operations, and snow clearing.
- Operate other equipment and perform labour duties in various pipe installations and all other maintenance and repair projects carried out by the Public Works Department.
- Follow all applicable Occupational Health & Safety policies & procedures, and those policies & procedures of the Town.
- Operate all light utility vehicles of the Public Works fleet for various purposes.
- Perform traffic control duties as assigned.

### **ADDITIONAL DUTIES & EXPECTATIONS**

- Operate competently all heavy equipment including 3-to-5-ton trucks, backhoes, loaders, in a safe and effective manner for cleaning, maintenance, installation, repair, construction surface drainage systems, water and sewer systems, parking lots and other municipal properties.
- Perform labour duties associated with all municipal repair and maintenance projects carried out by the Environmental Services Department.
- Perform routine checks, minor servicing, cleaning, and basic maintenance of the equipment being operated, including checking fluid levels and grease as necessary.



- Inform the Mechanics of any required significant maintenance or safety problems of equipment being operated.
- Assist in snow removal operations as required.
- Read water meters.

## **HOURS OF WORK**

Hours of work are primarily Monday to Friday, 8:00 a.m. to 4:00 p.m. (40-hour work week) **although overtime is anticipated and expected** to accommodate work and emergency requirements. Overtime includes scheduled OT, Callouts, and On-Call duties.

The Provincial *Hours of Service Regulations* are used to manage hours of work. Water and sewer emergency work will be in accordance with Provincial Regulations. On-Call work is required to provide 24-hour emergency service. The terms of employment will require the worker to be available for both **Overtime Work** and **On-Call work**.

## **THE IDEAL CANDIDATE**

The ideal candidate should have a thorough knowledge of water distribution systems which is mandatory for this position. Department of Environment (NSE) Operator Certification will be required to work in the Environmental Services Department. Accepts on-going training to remain current in position. Maintains a Register of Motor Vehicles (NS) vehicle license(s) to operate all trucks and equipment within the Department.

## **EDUCATION AND BACKGROUND**

### **Minimum qualifications include:**

- Completion of Grade 12 education.
- Ability to pass a Criminal Background check.
- Pass/provide a Class 3 Nova Scotia's Driver's medical.
- Valid Class 3 with air brakes endorsement Nova Scotia driver's license.
- Physical ability and fitness for moderate to heavy physical exertion.
- Minimum five (5) years' experience in a municipal operations environment for water and wastewater/sewer and snow removal.
- Ability to understand and apply written and oral instruction.
- Required to have or acquire a Nova Scotia Environment & Climate Change Operator in Training Certification within 2 months of date of hire.
- Required to have or acquire a Nova Scotia Environment & Climate Change Level I Operator Certification for Water Distribution within 1 year of date of hire and maintain this certification for the duration of employment through continuing education, CEU credits annually.
- Required to have or acquire a Nova Scotia Environment & Climate Change Level I Operator Certification for Wastewater Collection within 2 years of date of hire and maintain this



certification for the duration of employment through continuing education, CEU credits annually.

**Preferred Qualifications:**

- Operator Certificate for Excavator with minimum five (5) years competent operating experience for trenching.
- Excavating and Trenching Training (valid and current).
- Minimum five (5) years heavy equipment operator including excavator, backhoe, wheel loader, and tandem truck with float.
- Level II Operator Certification for Water Distribution
- Level II Operator Certification for Wastewater Collection
- Natural Gas Awareness Training
- Clean Driver's Abstract

**All interested applicants are asked to submit their resume and cover letter to Rebecca Lewis-MacNeil, Director of Human Resources ([rebecca.macneil@newglasgow.ca](mailto:rebecca.macneil@newglasgow.ca)) on or before end of day Friday August 30,2024. A complete job profile, outlining additional competencies, educational and experience requirements and working conditions can be provided upon request.**

**STATEMENT OF INTENTION**

We encourage applications from a wide spectrum of backgrounds and experiences, recognizing the immense value that diversity brings to our team. We are on a journey of learning and growth, continually striving to create a more inclusive and equitable environment. We encourage individuals from historically underrepresented communities, including Black, racialized, and Indigenous Peoples, members of the 2SLGBTQ+ community, newcomers to Canada, and People with Disabilities, to apply.

We are committed to providing accommodation for individuals with disabilities at every stage of the hiring process. We recognize that there is always more to learn and improve upon in our journey towards greater inclusivity and humility.