



**District of Taylor
Employment Opportunity**

**Public Works Technician I
(Full-Time Position)**

Taylor is one of the fastest growing communities in the Peace River region. Abundant recreational opportunities abound within District facilities and in natural settings of the surrounding area. A paramount benefit package supports Council's philosophy of "Safety, Family, Work."

Reporting to the Director of Operations, the Public Works Technician I is responsible for assisting in the operations of the District of Taylor water and sewer system, the installation, repair, and maintenance of municipal utility systems, operation of a variety of light and heavy equipment, performing cemetery maintenance work as assigned, assisting with Animal Control as needed, and assisting the Volunteer Fire Department as required during emergency situations.

On call rotational coverage is a requirement, as well as working a rotational weekend schedule with the successful candidate also being required to live within municipal limits. A physical fitness exam is a hiring requirement for this position to confirm physical ability to complete labour intensive tasks.

Applicant should have:

- Grade 12 Diploma or equivalent
- Class 5 BC License with Air Brake Endorsement
- Clear Driving Abstract and Criminal Record check
- Occupational First Aid Level 1
- Two years' experience (preferably in a municipal or other government environment) on a variety of heavy and light equipment

A base rate of \$32.87/hour (2022 rate) is offered after a ninety-day period of probation at \$31.37/hour. The District also offers an excellent benefit package (40-hour work week).

Further details on this position may be viewed on the District of Taylor's Career Page at <https://districtoftaylor.com/careers/>

With your resume, please provide your references, current driver's abstract, copies of all first aid training certificates, and a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until **Friday, June 24, 2022 at 4:30 p.m. local time.**

Applications will be reviewed commencing the closing application date and may continue until the position is filled.

Please address your application to:

Lisa Ford

Deputy Corporate Officer

Box 300

Taylor, BC V0C 2K0

Email: lford@districtoftaylor.com

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.



DISTRICT OF TAYLOR

Public Works Technician I

Job Description

Title: Public Works Technician II

Date: February 10, 2022

Department: Operations/Public Works

Job Category:

Reports To: Director of Operations

Job Number:

Interacts With: Public, Department colleagues,
District Employees

Grade:

General Summary:

The Public Works Technician I performs a variety of semi-skilled maintenance work in the construction, operation, repair and replacement of District water and sewage systems, roads and storm drainage facilities, buildings or any other portion or feature of the municipal infrastructure as deemed necessary.

Primary Duties and Responsibilities:

General:

- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

Safety:

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Responsible for the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use and reporting major defects

Operations and Maintenance:

- Assist in the operations of the District of Taylor water and sewer system as required by Northern Health, the Environmental Operators Certification Program (EOCP) and Ministry of Environment
- Installs, repairs and regularly maintains municipal utility systems including water mains, hydrants, pressure reducing valve stations (PRV), pump stations, well pumps, water services and sewer mains, services and lift stations

- Maintains a variety of records relating to inspections, maintenance activity, stock levels, material usage, etc.
- Operates a variety of light and heavy equipment e.g. - packers, cut-off saws, chain saws, steaming equipment, service van, backhoe, grader, vac truck, snow plow truck, mobile sweeper, and municipal tractor

Community Services:

- Performs cemetery maintenance work as assigned
- Assists with Animal Control as needed
- Assists the Volunteer Fire Department as required during emergency situations

Requirements and Qualifications:

Education and Experience:

- Grade 12 diploma or equivalent
- Two years' experience (preferably in a municipal or other government environment) on a variety of heavy and light equipment
- Equivalent combinations of education and experience may be considered.

Knowledge, Skills, and Abilities:

- Good knowledge of WorkSafeBC requirements and other safety standards related to Public Works activities
- Specialized skills in one of the following areas: mechanics, carpentry, plumbing, the operation of loaders, backhoe, grader, etc. or any other related area.
- Capable of performing minor maintenance and repairs on heavy and light equipment used as part of daily operations
- Well developed verbal and written communication skills
- Ability to establish and maintain effective working relationships with community groups, the general public and various other external contacts as required
- Self-motivated, ability to work with limited supervision and direction
- Well developed interpersonal and conflict resolution skills with the ability to de-escalate conflict situations as they arise
- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders
- Proficient computer skills with experience in MS Office products (Word, Excel)

Other Requirements:

- Valid Class 5 BC Driver's License with Air Brake Endorsement
- Occupational First Aid Level 1
- Clear Criminal Record check
- Legally entitled to work in Canada
- The completion of a physical exam is requested to confirm physical ability to complete labour intensive tasks



Working Conditions (environmental conditions, physical demands, travel, etc.):

- Performs physical labour and must have sufficient physical strength, stamina and coordination to permit the performance of heavy manual indoor and outdoor work in all weather conditions.
- Acts in an "on-call" capacity on a rotational basis with other works crewmembers to deal with municipal issues/infrastructure emergencies outside of regular business hours
- Work may be required in confined spaces and deep excavations

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

<u>RYAN NELSON - DIRECTOR OF OPERATIONS</u> Name/Title	<u></u> Signature	<u>JUNE 6, 2022</u> Date
<u>Moira Green</u> Name/Title Chief Administrative Officer	<u></u> Signature	<u>JUNE 6, 2022</u> Date