District of Taylor
Employment Opportunity

Public Works Technician
(Full-Time Position)

Come be part of Team Taylor! Abundant recreational opportunities abound within District facilities and in natural settings of the surrounding area. An extensive benefit package supports Council's philosophy of "Safety, Family, Work."

Reporting to the Director of Operations, the Public Works Technician 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. 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
- Heavy Trailer 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
- EOCP certification and SCADA experience would be an asset

Renumeration for this position is between $52,609 - $58,870 depending on qualifications and experience. 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 the position is filled.

We thank all applicants for their interest; however, only those short-listed will be contacted.

Please email your application to:
Attention: Dawn McGinn, Interim Deputy Corporate Officer
Email: recruitment@districtoftaylor.com

District of Taylor
Box 300
Taylor, BC V0C 2K0

DISTRICT OF TAYLOR

Public Works Technician I

Job Description

Title: Public Works Technician I

Date: July 22, 2022

Department: Operations

Job Category: Trades/Technical

Reports To: Director, Operations

Position Number:

Interacts With: Public, Department colleagues, District Employees

Grade Assignment: 6

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:

Name/Title	Signature	Date
Ryan Nelson, Director of Operations		July 25, 2022
Moira Green, Chief Administrative Officer		July 29, 2022

DISTRICT OF TAYLOR

Public Works Technician II

Job Description

Title: Public Works Technician II

Date: July 22, 2022

Department: Operations

Job Category: Trades/Technical

Reports To: Director, Operations

Position Number:

Interacts With: Public, Department colleagues, District Employees

Grade Assignment: 7

General Summary:

The Public Works Technician II 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:

- Operate 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

- 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.
- Maintains a variety of records relating to inspections, maintenance activity, stock levels, material usage, etc.

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
- Water and Sewer Operator with Level 1 EOCP Certification in at least 2 systems (Water Distribution, Water Treatment, Waste Water Collection, Waste Water Treatment)
- 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
- Familiar with SCADA operational systems
- Proficient computer skills with experience in MS Office products (Word, Excel)

Other Requirements:

- Valid Class 5 BC Driver's License with Air Brake Endorsement (Class 3 with Air Brake Endorsement would be considered an asset)
- 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:

Ryan Nelson, Director of Operations		July 25, 2022
Name/Title	Signature	Date
Moira Green		July 29, 2022
Name/Title	Signature	Date
Chief Administrative Officer		