

82, rue Main Street, Rexton, NB E4W 5N4
506-523-6921
villageofrexton@nb.aibn.com

REXTON
soon to be
FIVE RIVERS

JOB OPPORTUNITY | PUBLIC WORKS OPERATOR

POSITION

Permanent full time, Public Works Operator

DEFINITION

To perform a variety of public works activities and maintenance relating to the infrastructure, buildings/properties, grounds and equipment for the municipality.

SUPERVISION RECEIVED

Daily work is performed under the supervision of the Director of Public Works.

GENERAL GUIDELINES

The Public Works Operator is directly responsible to the Director of Public Works. The normal work day is 8 hours and would be from 8:00 a.m. to 4:30 p.m., Monday to Friday. There may be a requirement for overtime hours. You will be responsible for any labour related work deemed necessary by the Director of Public Works. You are required to maintain and service all municipal maintenance equipment to ensure good working order. You will be responsible to wear all required safety equipment and become familiar with and follow all Work Safe NB regulations.

RESPONSIBILITIES AND DUTIES

The following duties are normal for this position but dependant on the level of skill, ability and expertise of the individual. They are not to be construed as exclusive or all-inclusive, as other duties may be required and assigned;

- Operate light and heavy trucks, snowplows, street sweeper, tractors and other related equipment.
- Operate pumps, air compressors, lawn mowers and other power-driven equipment and tools.
- Maintain sanitary sewer lift stations and equipment.
- Perform snow removal activities.
- Perform emergency utility work as required.
- Construct and repair manholes, catch basins/drains, storm and sanitary sewer lines and other related structures.
- Assist in maintaining municipal parks, recreation equipment and facilities.
- Install, repair and replace traffic, street and other signage.
- Maintain and service trucks, blowers, tractors, general equipment and facilities.
- Perform various landscaping and ground maintenance work.
- Perform minor carpentry repairs, plumbing repairs, electrical repairs and general painting and maintenance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Reasonable knowledge of work methods, practices and procedures involved in a variety of construction, maintenance and repair activities.
- Reasonable knowledge of street, sidewalk, storm sewer system, sanitary sewer system and property maintenance work.
- Ability to perform reasonable, but yet heavy manual labour under all types of weather and other conditions.
- Ability to understand and follow verbal and written instructions.
- Be mechanically inclined.

PERSONNEL REQUIREMENTS

- Must possess a valid, minimum Class 5 driver's license.
- High school diploma or GED.
- Required to obtain a recent criminal background/vulnerable sector check from the RCMP.
- Provide two references, one personal and one work related.

BENEFITS

The Village of Rexton (soon to be Five Rivers) offers a generous medical and dental Group Insurance benefits package, as well as a pension with the Municipal Employees Pension Plan.

VACATION AND SICK LEAVE

This position is entitled to paid vacation, starting at 3 weeks paid per year. Sick leave is accumulated at 1.25 days per month up to a total of 120 days.

REMUNERATION

Will be based on experience.

INTERNAL POLICIES

All employees are required to abide by the Employee Manual and will indicate as such by signing the provided form upon receipt of the Manual. Signing the form indicates having received the Manual, and agreeing to read and abide by it.

RESPONDENTS

You may deliver their resumes no later than **4:00 p.m., December 17, 2022** by:

- Email: villageofrexford@nb.aibn.com
 - Mail/Hand Delivered: Municipal Office - 82 Main Street, Rexton, NB, E4W 5N4
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We thank all candidates for their interest; however only those selected for an interview will be contacted.