



TOWN OF BATTLEFORD WORKS DEPARTMENT
SUMMER MAINTENANCE PERSONNEL
INTERNAL JOB OPPORTUNITY

2020-February-06

Summary

This position reports directly to the Works Manager. This position entails assisting in the operation and routine maintenance of all facilities, equipment and functions within the Works Department and as such requires quality and quantity of work that is both self-motivated and responsible in nature. All employees must adhere to all Town policies and the procedures including the Code of Conduct.

This is a Union position. Two positions are available in the Works Department.

Duties and Responsibilities:

- Perform manual labour duties under varied weather conditions.
- Clean and perform preparation of worksite
- Maintain work area in a clean and professional manner at all times, ensuring proper tools and equipment are available when needed
- Adhere to establish safe working procedures and wear the proper safety equipment at all times
- Ensure high standards of workmanship and efficiency
- Inform management of the need to order materials as required
- Assist senior staff in the operation and routine maintenance, including but not limited to;
Streets and roads, sidewalks, street signs, traffic lights, cemetery,
- Completes all operations and daily maintenance of the Departments equipment, including but not limited to;
Trucks, safety equipment, other portable and non-portable units, small tools, and power equipment
- Assist with jobsite administration duties, such as timesheet completion, and any daily logs that need to be maintained
- Maintain a clean working area free from dirt and debris between tasks at the end of the day
- Perform additional tasks and duties as required by the Works Manager or designate

Job Requirements:

- Preferred some post-secondary schooling
- Ability to adapt and take constructive criticism
- Maintain a valid Saskatchewan Driver's License Class 5 or better
- Dedication to safety measures and best practices
- Ability to effectively communicate both verbally and in writing
- Ability to read maps, field drawings, and plans
- Lift heavy objects, walk, and stand for long periods of time
- Ability to work individually as well as part of a team
- Record keeping

Work Conditions:

- Exposure to hazards associated with the industry/trade and outdoors
- Extended period of standing, and other physically demanding conditions
- Regular exposure to conditions including heat, humidity, and dust
- Repetitive work
- Use of required personal protective equipment

Wage:

Wage will be according to Schedule A of the Collective Agreement between the Town of Battleford and CUPE Local 3003.

Term of Employment:

Positions starting on or about May 1 to September 30.

Applications:

Applications must be submitted no later than 2020-March-01 by 4:30 pm.

Please send a detailed resume with cover letter to:

Eric Bilanski – Works Manager

Drop off: 412 26th Street West, Battleford, SK

Phone: 306-937-6223 | Fax: 306-937-5963 | Email: eric@battleford.ca