

# *Rural Municipality of Val Marie No. 17*

Box 59, Val Marie, Saskatchewan, S0N 2T0  
Ph: (306)298-2009 Fax: (306) 298-2224, email: [rm17@sasktel.net](mailto:rm17@sasktel.net)

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## **EMPLOYMENT OPPORTUNITY**

### **SEASONAL PERMANENT MAINTENANCE OPERATOR POSITION**

The Rural Municipality of Val Marie No. 17 invites applications for the position of Seasonal (Permanent) Maintenance Operator.

Duties of the Maintenance Operator typically include: operation of equipment used in general road maintenance (mower, mulcher, grader, backhoe, sprayer), sign and culvert maintenance, general road repair, building & equipment maintenance. Preference will be given to applicants who can demonstrate previous experience with: gravel road maintenance, operating a grader, or have previously operated and/or serviced equipment.

Contact the municipal office for a detailed job description.

Applications will be accepted until January 31, 2024 at 3:00 p.m. This is a permanent, seasonal position - paid hourly with a comprehensive benefits package. This position is ideally suited for someone who is career oriented and looking for employment with opportunity for future advancement.

Please apply with a resume, cover letter and references to:

RM#17 Maintenance Operator Position

Attention: Cathy Legault

Box 59, VAL MARIE, SK, S0N 2T0

Email: [rm17@sasktel.net](mailto:rm17@sasktel.net), fax: 306.298.2224

For further information contact:

Cathy Legault, Administrator ph: (306) 298-2009, email: [rm17@sasktel.net](mailto:rm17@sasktel.net);  
or Ben McLearn, Public Works Foreman (306) 774-3446 email:

[bossbenrm17@gmail.com](mailto:bossbenrm17@gmail.com)

## R.M. of Val Marie No. 17

<b>Job Title:</b>	Maintenance Operator		
<b>Department/Group:</b>	Public Works Crew	<b>Tenure:</b>	Seasonal (Approx. Mar- Nov.)
<b>Location:</b>	Val Marie, Saskatchewan	<b>Hours of Work:</b>	Varied. Weekdays, Weekends, evenings
<b>Level/Salary Range:</b>	\$18.00- \$30.00 per hour		
<b>Reports to:</b>	Public Works Foreman	<b>No. of Positions</b>	3

### Job Description

#### ROLE AND RESPONSIBILITIES

Maintenance Operators are responsible for the operation of equipment used in maintaining all public works assets within the municipality. Maintenance of road infrastructure is the largest part of the workload so maintenance operators are responsible for operating equipment used in road maintenance activities: grader, mulcher, tractor and front end loader, mower, rock picker, truck mounted sprayer, backhoe, service vehicles and any other equipment as required. Other maintenance of municipal infrastructure is the responsibility of the public works department as well. This may include maintenance of fire fighting equipment, landscaping equipment, as well as general building repair and maintenance.

The following is a general list of duties and tasks that this employee will be responsible for:

- To perform duties related to maintenance of roads including, but not limited to: blading, repair of roads, mowing, rock picking, spraying, mulching, and sign maintenance.
- Duties will be assigned by the Public Works Foreman; a rotation between duties and employees will be implemented.
- All maintenance of equipment owned and used by the municipality, including keeping equipment clean inside and out.
- Keep detailed time sheets, log books daily records of work that was completed.
- Keeping shop and yard in good repair/order.
- Periodic checks and maintenance of other public works infrastructure (community wells, fire protection equipment, and municipal office).
- Adhering to safety protocols (circle checks, safe equipment operation, etc.).
- Sign Maintenance.
- Checking for integrity of road structures (culverts and bridges) and reporting any damages found.
- Keeping track of gravel needs as required.
- Shop days maximum of eight hours worked.
- Rain days are not days off unless the public works foreman notifies you otherwise.
- Providing a personal phone that can be used while at work. Cell phones are required for communication and safety of employees. A \$12.50 per pay period phone allowance will be paid.
- Due to the seasonal and weather dependent nature of road maintenance work; work schedules will be varied and may include working weekdays and weekends.
- Need to exhibit a professional care and concern for the state of all municipal assets, equipment, and personnel at all times.
- Respond to fire scene's with municipal equipment when required.
- Monitoring, reporting, and controlling weed infestations on municipal roads in consultation with the Public works foreman.

- Any other duties as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Power Mobile Equipment Certification (Grader, Tractor, FEL, Mower, Backhoe)
- Standard First Aid & CPR C (OH&S compliant)
- Transportation of Dangerous Goods
- WHIMIS 2015
- Valid Class 5 Drivers License
- Industrial Pesticide Operators Certification (or willingness to obtain, if requested)
- May be required to participate in fire-fighting trainings. This includes STARS fuel cache trainings.
- Must be able to read an RM Map and find locations using the Dominion Land Survey System (a.k.a. the township system).
- Respect in Workplace Training

**PREFERRED SKILLS**

- Basic knowledge of safe and efficient equipment operation related to roles and responsibilities.
- Basic knowledge of the municipal road system.
- Must be able to work with minimum supervision and be dependable.
- Knowledge of road structures and ability to spot deterioration of them (culverts and bridges).
- Mechanical aptitudes/abilities.
- Professional demeanor is essential, as municipal employees are in contact with a variety of stakeholders.
- Basic knowledge and ability to identify Prohibited, Noxious and Nuisance Weeds (as listed under *The Weed Control Act*)

**ADDITIONAL NOTES**

*Due to road maintenance being seasonal in nature, this position requires the individual to work weekends and extended work days.*

Reviewed By:	Administrator, Public Works Foreman	Date:	November 23, 2020
Approved By:	R.M. of Val Marie Council		