



# RURAL MUNICIPALITY OF ST. CLEMENTS

## EMPLOYMENT OPPORTUNITY

April 15, 2019

The Rural Municipality of St. Clements invites applications for a  
**Permanent Heavy Equipment Operator with Water and Sewer Certification**

The successful candidate must have the following **minimum qualifications**:

- Water Treatment I certification and Water Distribution I certification
  - Wastewater Collection I certification and Wastewater Treatment I certification
  - Wastewater Treatment II certification (or ability to pass within 6 months of hire)
  - Ability to work weekends to complete minimum requirements (typically 3 hours) on a rotating basis, normally every 2 to 3 weeks, at 1.5 times and double time.
  - Ability to be on-call, rotating weeks, including weekends, normally every 2 to 3 weeks.
  - Valid Class 5 Driver's License, with an acceptable Driving Abstract
- The following are **preferred qualifications/experience**:
- Valid Class 1 Driver's License
  - Welding and/or mechanical ability
  - Experience operating heavy equipment such as motor grader, tandem dump truck and snow plow, excavators, dozer, low-bed, rubber tire backhoes

### Note

- It is expected the candidate successful to this position will spend one half the time in water and sewer related activities, and one half the time in Public Works, (operating equipment and performing other duties as required). See list of duties (attached)
- *The successful candidate may be required to attain higher levels of water/wastewater certification as determined by Provincial regulations and the size/capacity of the RM's water/wastewater system.*

**Rate of Pay:** As per current Collective Agreement. \$26.06 - \$29.50 per hour - see below  
Rates vary with driver's license ability. Current base range is \$26.06 to \$27.00 per hour, plus \$0.25 per certification per hour (up to the 5 certs required), plus \$0.25 per certification per hour (up to the 5 certs required) for every hour actually performing certified sewer and water duties. Therefore range is \$27.31 to \$29.50 per hour, plus on-call pay.

### Hours of Work & Benefits

40 (forty) hours per week, 7:00 am to 3:30 pm

Upon successful completion of probation there are benefits, including pension (possible to transfer immediately), health and dental

Detailed resume will be received at the Municipal Office, **1043 Kittson Road**, East Selkirk, Manitoba, R0E 0M0, or via email to [pwadmin@rmofstclements.com](mailto:pwadmin@rmofstclements.com). Screening for this position will begin as early as April 29, 2019, however the position will remain open until a suitable candidate is secured.

We thank all candidates for their interest, however, only those candidates selected for interviews will be contacted.

Greg Elson, CET  
Public Works Manager  
R.M. of St. Clements  
East Selkirk, Manitoba, R0E 0M0

The RM of St. Clements currently operates a small class 2 SBR sewage plant (possibly decommissioned in near future), a facultative lagoon with wetland, an aerated lagoon with alum injection, 3 small class 1 sewage collection systems (mostly low pressure, some gravity), one small class one water distribution system, one small class one water treatment plant, one seasonal small system water treatment plant, and 4 sewage lift stations.

Water and Sewer operation duties shall include, but are not limited to the following:

- Regular maintenance and record of all plant mechanical equipment;
- Monthly, or on a frequency requested by PW management, maintenance and records for RM power backup generators;
- Lift station maintenance tracking, pump run time records, and assisting with coordination of contract work required for repairs;
- Maintenance, repair and record keeping for all fire hydrants;
- Assist, wherever necessary in the manual clearing of snow around fire hydrants during the cold season;
- Quarterly meter reads for public water services;
- Manual and electronic record keeping of all regulatory water quality testing, influent and effluent flows, and sewage treatment records;
- Coordination and the taking of all quality testing sampling, and delivery of samples to the designated quality testing service location in order to meet all regulatory requirements in a timely manner;
- Coordination of ordering all water and sewer chemical and supplies, equipment oil and lubricants, and loading and unloading at each facility;
- Regular cleaning at frequency designated by PW management of plant and equipment;
- Checking and changing HVAC and equipment filters at all water and sewer facilities, and cleaning of all equipment/building intake and exhaust vents;
- Safe work from a ladder when required;
- Regular review and analyzing of water and sewer quality test results, influent and effluent volume trends;
- Assist in development of operations and maintenance procedures, and assembly and organizing of manuals;
- Ordering of various pump parts and repairing in-house wherever possible;
- Inspection of all new or repaired public water and sewer system hookups;
- Trouble shooting of all equipment issues and defects;
- For some items, and depending on the candidate, perform general building maintenance work on water and sewer facilities as necessary;
- Conducting all work in a safe manner in accordance with all RM policy and procedures.