



RURAL MUNICIPALITY OF ST. CLEMENTS

EMPLOYMENT OPPORTUNITY

September 15, 2026

The Rural Municipality of St. Clements invites applications for a
Utility Operator

Reporting to the Manager of Water & Waste, the successful candidate will perform operation, maintenance, and data acquisition on and within the water treatment plants, water distribution systems, wastewater collection systems, wastewater treatment lagoons in accordance with operating licences and Municipal policies. This full time union position with OE987 requires candidate to work on-call, overtime and weekend work on a rotating basis with other qualified staff.

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

- Must hold and maintain a valid Manitoba Class 5 Driver's License with acceptable drivers abstract
- Grade 12, GED, or Mature High School Diploma
- Must possess and maintain Water & Wastewater Facility Operator Certifications for Water Treatment I, Water Distribution I, Wastewater Collection I, & Wastewater Treatment I
- Must possess or have the ability to acquire Water Distribution II, Wastewater Collection II, Wastewater Treatment II within 24 months of job award
- Ability to communicate effectively to establish and maintain an all-encompassing working relationship with staff, contractors, and ratepayers in a courteous and professional manner
- Ability to assume full duties and responsibilities of a certified operator under the Manitoba Water & Wastewater Facility Operators Regulation in operation of Water Treatment and Wastewater Treatment processes in accordance with facility operations manuals and the conditions of Environment Act Licences issued for each facility.
- Must have the ability and willingness to work various shifts, stand-by shifts, and overtime
- Demonstrated ability for safe and efficient operation and maintenance of sewer and water utility facilities and equipment with working knowledge of public works maintenance activities
- Physically capable of performing job duties in inclement weather, and lifting up to 50 lbs
- Demonstrated skills and experience with SCADA and Microsoft Office
- Working knowledge of safe work policies, procedures and regulations
- Have general understanding of electrical, hydraulic, biological, mechanical principles and codes
- Ability to work effectively with minimal supervision

Role and Responsibilities

- Operate and perform routine & preventative maintenance for all water & wastewater facilities in compliance with the Operation & Maintenance Manuals, regulatory requirements, and municipal procedures.
- Isolate, exercise, flush, vent and repair components of the utility distribution & collection systems.

- Perform installation, removal, maintenance, and reading of water meters.
- Perform detailed inspections and evaluations on facilities, systems, and utility service connections with ability to discern between normal and abnormal conditions.
- Collect samples, and analyze water/wastewater quality in accordance with regulatory standards interpreting the data and adjusting processes as required.
- Maintain detailed manual and electronic records for compliance with all regulatory requirements, mechanical equipment, and utility services.
- Maintain adequate inventory of chemicals, supplies, lubricants, wear parts and safety supplies, assist with procurement as directed.
- Calculate dosage rates, chemical feed rates, chemical strength, and flow patterns.
- Develop and maintain operations and maintenance procedures in accordance with manufacturer and supplier recommendations.
- Perform general housekeeping and maintenance of buildings, grounds, vehicles and equipment.
- Prepare complete and accurate reports for the purpose of shift changes including but not limited to daily status updates to supervisor and weekly summary note to supervisor and on-call staff.
- Handle, store, and use hazardous materials safely.
- Practices and ensures compliance of all Departmental and Workplace Safety and Health Regulations and standards for the protection of all, including the public property and equipment by monitoring work tasks, and if necessary, initiating deficiency forms and corrective actions. Identify and report any unsafe work conditions/sites/vehicles/equipment to supervisor.
- Ability to work within limits of authority and willing to seek supervisor approval as necessary.
- Experience is often more important than formal education. Other skills necessary for the job include strong communication, problem-solving, critical thinking skills and team-building abilities.
- Other duties to support public works as assigned.

Rate of Pay: The RM of St. Clements offers a benefit package along with the hourly wage based on qualifications, certifications and terms of current Collective Agreement plus on call pay as applicable. Utility 2026 Utility Operator (Class 1) is \$34.55/hr. Class 2 premiums paid each at \$0.25/hr for all hours worked plus \$0.50/hr for all hours applied to work within the utilities.

The preferred candidate would also have:

- Valid class one or three driver's license
- Welding and mechanical ability
- operating and maintenance proficiency on other equipment such as excavators, dozer, lowbed, tandems, motor graders

Detailed resume and cover letter will be received at the Municipal Office, 1043 Kittson Road, East Selkirk or via email to pwadmin@rmofstclements.com . Screening for this position will begin immediately, however the position will remain open until a suitable candidate is secured. Consideration may be given to applicants with partial or no certification who are willing to complete the necessary certification process.

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

Arlita Mazurik, CET
Manager of Water & Waste
R.M. of St. Clements