



Seasonal Utilities Labourer

REPORT TO:	Utilities Supervisor
SUBORDINATE POSITIONS:	N/A
LENGTH OF TERM:	May 6, 2024, to November 1, 2024

SCOPE:

Reporting to the Utilities Supervisor, the Seasonal employee in the Utilities department will perform general labour duties in an outside environment and as assigned by the Utilities Supervisor.

QUALIFICATIONS:

- Must have valid class 5 Driver's license
- High school diploma or equivalent, preferred
- Must provide personal CSA approved safety boots/footwear

RESPONSIBILITIES:

- **Assist in General Maintenance of Municipal Infrastructure:** This involves helping with the maintenance of sewer and water infrastructure, which could include tasks such as inspecting, cleaning, repairing, and replacing infrastructure components.
- **Use of Hand Tools, Power Tools, and Operation of Municipal Vehicles and Equipment:** Utilizing various tools and equipment safely and effectively to carry out maintenance and repair tasks. This may include vehicles such as trucks, backhoes, and other specialized equipment.
- **Maintain Logbooks and Daily Recording of Maintenance Duties:** Keeping accurate records of tasks performed, materials used, and any observations made during maintenance activities.
- **Perform General Labourer Work:** Engaging in various physical tasks including digging, lifting, carrying, painting, and general building maintenance as needed.
- **Assist with Hydrant Flow Testing:** Participating in flow testing of fire hydrants to ensure proper function and water distribution in case of emergencies.
- **Assist with Unidirectional Flushing:** Assisting in the process of unidirectional flushing to clean and maintain water distribution pipelines.



- **Raise, Operate, Repair, and Service Curb Stop Assemblies:** Handling tasks related to curb stop assemblies, including raising them for maintenance, operating them as needed, and performing repairs and service as required.
- **Maintenance and Repair of Manholes:** Inspecting, cleaning, repairing, and replacing manholes to ensure proper function and safety.
- **Comply with the Occupational Health & Safety Program:** Adhering to safety protocols and guidelines to prevent accidents and injuries in the workplace.
- **Other General Labor Duties as Assigned:** Being flexible and willing to assist with various tasks and projects as needed to support the overall operations of the Town of Nipawin departments.

Overall, your role as a seasonal laborer in the utilities department is ensuring the safety of yourself, your coworkers, and the environment while adhering to regulatory requirements and contributing to the smooth operation of the utilities department.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

The Seasonal Labourer must have working knowledge in the following areas:

- Operation of maintenance equipment such as front-end loader and skid steer, etc. is an asset.
- General maintenance or construction knowledge an asset
- Knowledge of tools, equipment, and maintenance an asset
- Knowledge of municipal utility department an asset

Skills:

The Seasonal Labourer must demonstrate the following skills:

- Ability to work independently.
- Effective listening & learning skills
- Maintain strict confidentiality.
- Ability to cope with several different requests and subjects simultaneously.
- Attention to detail and accuracy in work.
- Physically capable of performing assigned duties.

Personal Attributes:

The Seasonal Labourer must demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful, Punctual, and reliable.
- Professional demeanour
- Teamwork



WORKING CONDITIONS:

- May be subject to inclement weather and/or weather extremes during the discharge of responsibilities.
- Considerable periods of standing and/or moderate walking may be required.
- Tasks are somewhat diverse, and some interpretation is required.
- Typical activities include lifting, reaching, sitting in vehicles & equipment, standing, walking, considerable visual attention to details.

WAGES: As per current Collective Bargaining Agreement

Seasonal \$22.59 - \$28.41 per hour

Working Hours: Monday to Friday 7:00 to 4:00

Benefits: In accordance with the Town of Nipawin Policy

NOTE: Duties listed are not set forth to limit the assignment of work and are not to be construed as a complete list of duties normally to be performed under the job description or those duties temporarily performed outside the normal line of work.

SUBMISSION OF RESUMES:

Resumes for the position described above will be accepted by the undersigned up to Noon on **Friday, April 12th, 2024**

Donna Ritthaler, Human Resources & Payroll Officer
P.O. Box 2134
Nipawin, SK S0E 1E0
Email: officer.humanresources@nipawin.com
PHONE: 862-9866; FAX: 862-3076

The Town of Nipawin thanks all applicants for their interest in this employment opportunity, but only those applicants selected for an interview will be contacted.

