



**Works & Utilities Department**

**Term position**

<b>City of Melfort</b>	<b>Location:</b> Works & Utilities Shop
<b>Department:</b> Works & Utilities	<b>Reports to:</b> Works & Utilities City Foreman
<b>Status:</b> Term Position, Risk Management Technician	<b>Start Date:</b> September 19 <sup>th</sup> to approximately December 2017
<b>Wage:</b> Union Position	Salary range as per Union Contract

**Job Responsibilities**

1. Do all water testing and record keeping as required by *The Water Regulations, 2002*.
2. Prepare and institute a facilities, equipment and personnel audit as required by *The Occupational Health and Safety Act, 1993*.
3. Investigate and keep records including interviews and photos of any occurrences in which the city may be held liable, including:
  - a) Accidents, Workers' compensation claims, sewer blockages, flooding caused by water breaks or run off and any other incident as it may occur and liability may ensue.
4. Has the ability to develop policies to be approved by Council, especially regarding liability issues.
5. Records and maintains all records, licenses, and abstracts of all vehicles owned by the city and all persons licensed to operate city vehicles.
6. Perform the tasks, from time to time, as required of a semi-skilled employee.
7. Do the tasks performed by the Water Meter Repairman in his absence, including minor repairs, but especially in the area of obtaining readings.
8. This person will be engaged with the City of Melfort Safety Program through the OH&S Committee.

**Qualifications**

1. Has, or is willing to obtain, the following certification, Water Distribution Class I & II. Wastewater Collection Class I & II & Wastewater Treatment Class I.
2. Possesses the knowledge, skills and ability to work in a computerized environment.
3. Has a Class 3A driver's license or will to get one.
4. Has knowledge in the operation of chlorine and turbidity metering equipment.
5. Has knowledge of *The Occupational Health and Safety Act, 1993*, and *The Occupational Health and Safety Regulations, 1996*, and the ability to interpret and maintain compliance to this Act and Regulation. Has completed the Occupational Health and Safety courses.
6. Has completed the WHMIS Instructor course.
7. Has excellent communication skills, both verbally and written.

**Education**

1. Graduation from a recognized Environmental Engineering College will be an asset.
2. Knowledge of occupational health and safety regulations.

All employees must wear any and all protective equipment as set out by OH&S. Personal Protective Equipment such as safety vests, hard hats, steel-toed rubber boots, rain coats, eye protection (when called for) will be supplied by the City. Steel-toed boots must be worn at all times, with a work boot allowance in place.

**Interested persons please submit applications with a resume to:**

Gerald Gilmore, Director of Works & Utilities email: [g.gilmore@cityofmelfort.ca](mailto:g.gilmore@cityofmelfort.ca)

Melfort City Hall

Tel: 306-752-5911 Fax: 306-752-5555