

Operator, Public Works (Job # 2019-040-IE)

Department:	Public Works
Status:	Full-Time, Permanent Unionized (CUPE)
Date Posted:	March 7, 2019
Date Closing:	March 21, 2019, 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	40 hours per week; core hours 7:30 a.m. to 4:00 p.m., Monday to Friday
Salary Range:	\$ 26.289 per hour

Position Purpose:

Reporting to the Transportation Supervisor and Water/Wastewater Supervisor, the Public Works Operator is responsible to perform operations and maintenance functions related to the roads system, sidewalks, parking lots, fleet maintenance, boulevard tree maintenance, recycling and solid waste collection. Other duties will include assisting with fleet maintenance and boulevard tree maintenance programs as required. Regular responsibilities will include customer service relating to public inquiries/concerns, liaison and coordination of activities with other Town departments/staff and the maintenance of detailed record keeping as required.

Qualifications and Requirements: The successful candidate will be flexible and comfortable in a wide variety of roles including working independently and as part of a team. Experienced with a wide variety of tools and equipment and able to work outdoors in all weather conditions, the ideal candidate will be driven by high work standards and committed to providing excellent customer service in all work activities including the ability to thrive in diverse and high paced work environments. A commitment to ongoing professional development is key in this role. Other specific skills and qualifications are as follows:

- Grade 12 Diploma including demonstrated written and verbal literacy (including mathematical literacy)
- A minimum of two (2) years of related and diverse experience in a municipal public works environment
- Working knowledge of Occupational Health & Safety Act and Employment Standards Act
- Province of Ontario Class 1 Water Distribution License & Province of Ontario Class 1 Wastewater Collection License would be an asset
- Current First Aid/CPR certification would be an asset
- Ontario Class "DZ" Driver's license in good standing (AZ Driver's license is an asset)
- Basic computer literacy with regard to Microsoft Office (Word, Outlook, electronic record keeping software and work order request systems)
- Excellent customer service, interpersonal, verbal and written communication skills with the ability to interact effectively with all municipal staff, elected officials, residents and other agencies
- Effective organization skills; ability to prioritize and meet deadlines regularly
- High degree of accuracy, attention to detail and record keeping skills
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files
- The ability to work flexible hours and shift work including "on-call" on a rotating schedule
- Availability to work overtime to accommodate peak periods and workloads

How to apply:

Please forward your resume in confidence by **March 21, 2019 at 4:30 p.m.**, identifying **Job # 2019-040-IE – Last Name, First Name** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. As we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.