

Position Title: Public Works Assistant

Reports to: Public Works Supervisor

Status: Full Time, Normally 8:00 am to 5:00 pm Monday to Friday, Overtime hours may be required, Daily hours may fluctuate due to operational requirements.

Subordinate Positions: No formal responsibilities for supervision of staff.

General Overview of Position:

The primary purpose of the position is to facilitate the delivery of public works and water and sewer services to the Town of Kensington. The position performs a wide variety of duties including, but not limited to: water and sewer related duties (sampling, troubleshooting, maintenance, etc.), building maintenance, light carpentry duties, operation and maintenance of municipal vehicles and equipment (grass cutting, snow clearing, etc.) and all others related to the maintenance of the Town of Kensington. The position is employed in an outside work environment, exposed to all weather conditions and is responsible for adherence to all environmental and federal/provincial/municipal regulations and requirements.

Essential Job Functions:

Sewer and Storm Sewer Systems

- Maintaining sewer related mechanical, including pumps, metering systems, sensory equipment, etc.
- Maintaining buildings, grounds and equipment.
- Data collection, monitoring and testing.
- Maintaining effluent production which complies with environmental standards.
- Taking and submitting samples to appropriate laboratories, including interpretation of results.
- Maintaining and servicing lift stations.
- Assist in the coordination of capital and maintenance projects with engineers and contractors.
- Undertaking and/or assisting in sewer main repairs and cleanings.
- Maintaining necessary stock inventory and equipment.
- Other duties related to the position as assigned.

Water systems

- Maintaining water related mechanical systems including, pumps, chlorination equipment, metering systems, etc.
- Applying knowledge for proper Chlorination procedures.
- Taking and submitting samples to appropriate laboratories, including interpretation of results.

- Applying knowledge for well field operations.
- Assist in the coordination of capital and maintenance projects with engineers and contractors.
- Performing repairs to water mains, valves and hydrants.
- Maintaining and reading water meters.
- Conducting public tours and addressing public concerns.
- Conducting water main flushing and cleaning.
- Maintaining and flushing hydrants.
- Maintaining accurate equipment and monitor logs.
- Maintaining necessary stock inventory and equipment.
- Other duties related to the position as assigned.

Maintenance (and other additional duties)

- Repair and maintain, or assist in the repairing and maintaining of all municipal buildings, sidewalk, parking lots and other municipal properties and structures.
- Landscaping, lawn mowing, and flower bed gardening.
- Snow removal.
- Perform simple carpentry, painting and mechanical duties as necessary
- Assist as necessary in all operations of the Town of Kensington, under the direction of the Public Works Supervisor and the Chief Administrative Officer.
- Work in a safe manner according to all applicable legislation and regulations and Town policies.
- Perform the duties of Public Works Supervisor in his/her absence.
- Other duties related to the position as assigned.

Skill and Education Requirements:

- Ability to effectively deal with the general public in a tactful and professional manner.
- Ability to get along well with others.
- Ability to communicate effectively.
- Displayed ability in the operation of computers and other office related equipment.
- Knowledge of Federal, Provincial and Municipal Statutes related to the position.
- Successful completion of Grade 12 or equivalent
- Must have or be willing to attain certification to the required level for water and sewer utilities (Training to be provided).
- Must hold a valid Prince Edward Island driver's license.
- WHMIS, Emergency First Aid and CPR, Confined Space Entry, Traffic Control (Training to be provided).