



VILLAGE OF SAYWARD  
JOB DESCRIPTION  
**Labourer – Operator in Training**

<b>Job Title</b>	Labourer – Operator in Training	<b>Department</b>	Public Works - Operations
<b>Reports To</b>	Public Works Supervisor	<b>Job Classification</b>	<input type="checkbox"/> Management <input checked="" type="checkbox"/> Non-Management
<b>FTE %</b>	Casual – On-Call	<b>Pay Band/Grid</b>	\$25.00 - to \$28.00/hr
<b>Benefits</b>	<p><b>1. Health &amp; Wellness</b></p> <p><input type="checkbox"/> Extended Health, Allied Medical Services, Prescription</p> <p><input type="checkbox"/> Life Insurance</p> <p><input type="checkbox"/> Accidental Death and Dismemberment</p> <p><input type="checkbox"/> Dental</p> <p><input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Short-Term Disability</p> <p><input type="checkbox"/> Long-Term Disability</p> <p><b>2. Pension Plan</b></p> <p><input type="checkbox"/> Defined Benefit Pension Plan (MPP) *</p> <p><input type="checkbox"/> Defined Contribution Pension Plan (RRSP)</p> <p><b>3. Training and Professional Development</b></p> <p><input checked="" type="checkbox"/> Support for Professional and Technical Certificate Renewal</p> <p><input checked="" type="checkbox"/> Support for Tuition Reimbursement</p> <p><b>4. Work Location</b></p> <p><input checked="" type="checkbox"/> Onsite</p> <p><input type="checkbox"/> Remote</p> <p><input type="checkbox"/> Hybrid (mix of on-site and remote)</p>		

**Scope:**

The Labourer – Operator in Training (OIT) is an entry-level position within the Village’s Public Works Department in service to the community. This role is designed to provide hands-on-training and experience in the operations, maintenance, and repair of municipal infrastructure systems, including water treatment, distribution, wastewater management, and road operations to name a few. Under the general direction and guidance of the Public Works Supervisor, the Labourer (OIT) is responsible for assisting the Public Works Supervisor and Utility Operator with the efficient and effective operations and maintenance of the Village’s assets.

The core job duties of this position are fulsome. They include:

- Participate in on-the-job training to learn the operation, maintenance, and repair of municipal systems, including water, wastewater, roads, and stormwater infrastructure.
- Complete required coursework and certifications as outlined by the Village and regulatory bodies.
- Shadow senior operators to gain practical experience and knowledge.
- Assist in maintaining the mechanical systems for the effective operations of the Kelsey Centre including but not limited to the pool, hot tub, and general building systems.

- Assist in routine inspections, monitoring, and maintenance of water and wastewater systems inclusive of recording and reporting readings.
- Support tasks such as pipe repairs, valve maintenance, hydrant flushing, and sampling in accordance with operating permits.
- Learn to operate pumps, motors, and other system components under supervision.
- Assist in maintaining roads, sidewalks, and municipal properties, including snow removal, street sweeping, and pothole repairs.
- Operate small tools and equipment such as lawn mowers, chainsaws, and hand tools.
- Learn to operate and maintain equipment such as trucks, backhoes, loaders, and other specialized tools under supervision.
- Perform basic inspections and routine maintenance on tools and machinery.
- Adhere to all workplace safety protocols and participate in safety training.
- Use appropriate personal protective equipment (PPE) and report hazards or unsafe conditions.
- Assist in maintaining a clean and organized work environment.
- Support the development of annual reports by supplying the necessary information.
- Order, receive, and appropriately handle chemicals necessary to operate the water system.
- Learn how to operate, monitor, troubleshoot the Village's Supervisory Control And Data Acquisition (SCADA) system in conjunction with internal and external support.
- Assist with private water shutdowns and service locates.
- Responsible for water meter reading, recording, and reporting.
- Responsible for the repair or replacement of defective water meters.
- Provide the necessary information to enable appropriate responds to complaints from the public regarding water quality.
- Participate in rotational on call as required.

**Other:**

- Provide assistance including but not limited to serving within the Villages Emergency Operations Centre in preparation for, during, or in response to an emergent situation affecting the Village.
- Ability to interpret and apply Village's bylaws, procedures, policies, permits, and other written materials.
- Other duties as may be assigned from time to time.

**The ideal candidate will have:**

- Highschool diploma or equivalent required.
- Valid BC Driver's License (Class 5 or higher) along with a driving record that demonstrates acceptable driving behaviour is required.
- EOCP Certification to operate the water treatment plan and wastewater treatment facility, i.e. Small Water Systems and Class 1 Wastewater Treatment Facility is required or sign a commitment to obtain certification as a condition of employment.
- Minimum of 2 years experience in a similar role is preferred.

- Basic First Aid (Formerly OFA Level 1) is required or sign a commitment to obtain certification within three months of hire as a condition of employment.
- Other certificates are required or a commitment to obtain as a condition of employment includes Chlorine Handling Certificate, WHMIS, and Confined Space Entry.
- Sound analytical thinking, exercise of professional judgement, planning, prioritization, and execution skills.

**Skills:**

- Some experience or familiarity with mechanical, structural, electrical systems is preferred.
- Able to operate heavy equipment such as a snow plough, grader/backhoe, bobcat or similar is considered a strong asset.
- Basic understanding of IT systems and ability to liaise with IT professionals.
- Strong attention to detail and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive information.

**Key Competencies:**

- Professional demeanor with strong interpersonal skills.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Strong customer service orientation.
- Capable of working independently and as part of a team.