



POSITION TITLE: Labour Maintenance II

REPORTS TO: Superintendent of Public Works

WAGE RANGE: As set out per Appendix "A" of the Collective Agreement

POSITION SUMMARY:

This is a full-time position with the Town of Grenfell in the Public Works Dept. under the direction of the Superintendent. As conditions of employment the successful incumbent must enrol in the MEPP pension plan and health benefits after an applicable probationary term, also, a further condition of employment the incumbent must sign and become a union member. The town strives to maintain a cohesive team/work environment. The safety of the town employees and residents are top priorities. The successful incumbent at all times shall deliver prompt, courteous service while helping to ensure the daily operations of the Town of Grenfell are carried out per the Superintendent, Town Bylaws and/or policies ensuring the appearance of the Town is maintained as required and expected.

Primary Duties:

- Operate all equipment as directed by the Superintendent of Public Works;
- Clean paved streets with street sweeper;
- Maintain gravel roads with grader; keep free of potholes and wash out, and spread gravel where required;
- Cut grass on roadsides, in ditches and clean up debris;
- Maintain culverts, this includes keeping free of weeds and other debris;
- Reading of water meters;
- Repair water and sewer mains and/or service lines to private property;
- Spread sand on streets as required in icy conditions;
- Maintain all municipal-owned property in a neat and tidy condition at all times: this may include but not limited to the following:
 1. Cut grass;
 2. Control weeds;
 3. Discard debris; and
 4. Any other maintenance required and directed by the Superintendent (vacant lots, parks, golf course, cemetery, Town Office etc.);
- Maintenance at sewage lagoon as directed by the Superintendent of Public Works;
- Maintenance of waste disposal site including; burning of rubbish (where allowed), filling in disposal pits, clean-up of site, etc.
- General maintenance of all equipment- oil changes, greasing, cleaning interior and exterior, fluid checks, minor repairs that are easily identified with daily circle checks;

- Purchase services, supplies, and parts as directed by the Superintendent;
- Maintain back lanes- graveling, grading, grass and weed control;
- Perform custom work and inform the Finance Officer of charges, if any, to be billed to the property owner.

Duties at the Grenfell Recreational Park: As directed by the Superintendent of Public Works or the Director of Recreation and Culture

- Trim grass and tree trimming;
- Repair and maintain picnic tables and barbecues in camp area;
- Dispose of garbage;
- Trim grass and trees on golf course;
- Maintain the greens and flags on the golf course;
- Trim grass around ball diamonds and fences;
- Clean swimming pool prior to spring and arrange for painting as required;
- Maintain main building, sheds and Mini Store, and golf club house as needed;
- Ensure facility is in neat and tidy repaired condition;
- All minor repairs to any town owned property;
- Check pool, boiler, water and any HVAC and plumbing servicing;
- Winter- remove snow and debris from all entrances and fire exits;
- Check HVAC equipment daily;
- Ensure facility is in neat and tidy repaired condition;
- All other duties as designated by the Superintendent and/or The Chief Administrative Officer or resolution of Council

A high degree of loyalty to the Town is expected of all Town employees. This includes self-practicing of and promotion of all Town policies and bylaws. This requirement is of very high priority under the terms of employment for every person employed by the Town and negligence in this regard will be dealt within the progressive discipline procedure pending on the degree of negligence will determine the degree of discipline.

Qualifications:

Valid driver's license of appropriate class;
 Clean Criminal record check including vulnerable sector;
 Mechanical skills;
 Proven skills in the operation of grader/rubber tire loader;
 Confined Space;
 First Aid;
 OH&S;
 Ground Disturbance;
 Power Mobile;
 Transportation of Dangerous Goods;
 Other skills/background related to the duties outlined above.

Requirements for Applications:

Qualified applicants are encouraged to submit a detailed resume including, references and a copy of certificates, to Town of Grenfell, Superintendent, Keith Sparkman at sup.grenfell@sasktel.net or by mail to Town of Grenfell, ATTN: Superintendent, 800 Desmond St., PO Box 1120, Grenfell, SK, S0G 2B0. Only those chosen for interviews will be contacted.

If you require further information call Keith at 306-697-7763.

Detailed job descriptions are available by emailing a request to sup.grenfell@sasktel.net.