



Summer Villages Office
Pigeon Lake, Alberta

Summer Villages Office

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SERVING THE SUMMER VILLAGES OF:
ARGENTIA BEACH, CRYSTAL SPRING, GOLDEN DAYS, GRANDVIEW, MA-ME-O BEACH, NORRIS BEACH & POPLAR BAY

April 11, 2022

Public Works Operator 2

One Year Term – Full Time Position

Competition # 22-05 (will be open until a suitable candidate is selected)

Come join our dynamic team!

Located on the Southside of Pigeon Lake, Alberta, the Summer Village Administration Office provides Joint Office Administration for the seven Summer Villages of: Argentia Beach, Golden Days, Poplar Bay, Grandview, Crystal Springs, Norris Beach, and Ma-Me-O Beach.

The Summer Village Office is currently looking for an individual to join our team as a Public Works Operator 2.

The Public Works Operator 2 position is responsible for providing wastewater operations and maintenance service to the Summer Villages of Crystal Springs, Grandview, Ma-Me-O Beach, Norris Beach and Poplar Bay.

Other Public Works tasks may also be assigned as required by the Summer Villages.

Wastewater Operations and Maintenance

- Responding to and addressing resident calls regarding tank alarms or other concerns
- Exercise CC and System valves
- Inspect, clean out and operate ARV's
- Filter cleaning
- Grinder pump blade inspections
- Holding tank inspections
- Check valve and internal plumbing inspections
- Holding tank connections
- Supervision of pump installations
- Supervision of line flushing
- Assume on-call or standby duties as required

Other Duties as Assigned

Other Public Works duties within the five Summer Villages may also be assigned as needed. These duties may include snow clearing, tree trimming, sign management, road and culvert inspections, equipment and building maintenance.

You will be required to complete weekly timesheets to identify the work completed, the Summer Village involved and the location (if a specific property is involved)

Qualifications and Experience

- High School Diploma or GED
- 5 years experience in Municipal Public Works including wastewater, roads and parks
- Completion of the Alberta Environment and Parks small systems water and wastewater certification training.
- Standard First Aid and WHIMS certification; Confined spaces certified; Trench Safety; preferred (or the ability to obtain)
- Physical ability and dexterity to perform a variety of manual tasks (heavy lifting, squatting, bending, twisting, and climbing).
- Experience in operating various power and hand tools, and various heavy equipment.
- Demonstrated strong organizational, time management, coordinating and prioritization skills, with the ability to handle many tasks concurrently.
- Excellent customer service and problem-solving skills and exceptional attention to detail.
- Education in a related field and or combination of relevant experience will be considered.
- The successful candidate will be required to provide a satisfactory Criminal Records Check and Driver's Abstract.

Salary is dependent upon education and experience.

We wish to thank everyone who applies; however, only those chosen for interviews will be contacted.

Please email your resume and references to: sylvia.roy@svofficepl.com

This posting is intended as a summary of the primary responsibilities and qualifications of this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or all the qualifications that may be required either now or in the future.