



Job Posting

Position Description: Maintenance Worker III

Department: Public Works Department
Job Title: Maintenance Worker III (Full Time)
Organization: Town of Bentley

Job Description: This is an exciting opportunity for a highly motivated individual to join our dedicated and committed team as a Maintenance Worker III in our Public Works Department. Reporting to the Public Works Foreman, the position will be responsible for providing direct support to the Foreman for scheduling and directing public works programs including (but not limited to) roads, streets and sidewalks, water and sewer infrastructure, maintenance and upkeep of Town owned buildings, vehicles, equipment, parks, playgrounds, and campground. This is a position that requires good time management and organizational skills and requires the ability to carry out manual and physical aspects of the job. The position will also require that the incumbent obtain their level 1 water and wastewater operators' certificate within a set time period as detailed below.

TYPICAL DUTIES AND RESPONSIBILITIES:

Water Works System & Sewage Collection and Treatment System

- Operation and maintenance of the water treatment plant and distribution system and sewage collection and treatment system at a level 1 certification. (*Time will be provided for an operator to achieve certification for the right applicant*)
- Performance and completion of the routine maintenance on all aspects of the both the waterworks system and the sewage collection system, on a regular and timely basis
- Perform necessary laboratory duties required in the collection and analysis of water samples and maintain up to date records of operations and maintenance for the sewage collection and treatment system. Ensure that the code of practice is being followed and adhered to.
- Understand and interpret water system data and make chlorine adjustments as required.
- Maintain up to date knowledge of Alberta Environmental regulations, requirements, and code of practice.
- Installation, repair, replacement and maintenance of all aspects of sewage collection system and waterworks system. This includes managing contractors to complete required repairs. .
- Installation and maintenance of water meters and radio read-out equipment.
- Supervision & inspection of the maintenance, by others,
 - of sewage collection main lines, manholes and storm water lines – i.e., high-pressure flushing, camera lines, etc.
 - of the water supply and distribution system main lines and service lines to ensure construction meets provincial and municipal standards.

- Bi-monthly water meter readings
- Train staff members in the use & maintenance of the water meter reader
- Train staff members in the safe use & maintenance of all equipment, supplies, and procedures used to assist in the maintenance and operation of the water treatment and distribution system and wastewater collection and treatment system.
- Ensure up-to-date calibration of all chlorine monitoring devices.
- Order chlorine, reagents & water testing supplies as needed.
- Perform after-hours and on-call services for any issues or concerns regarding the water supply and distribution system or wastewater collection and treatment system.
- Assist in the preparation and submission of the Annual Water Report, and Wastewater Report.

Roads, Streets, Sidewalks:

- Maintenance and repair of roads, streets, alleys, sidewalks, including snow plowing and removal, street sanding/deicing, road/alley grading, street sweeping and ensuring up to date record keeping of same
- Maintenance of all Town owned signage and traffic control devices.
- Supervision and inspection of the maintenance and repair of all roads, sidewalks, by others – i.e., asphalt crack filling/repair, road grading, calcium application, line painting.

Garbage Collection and Disposal and Recycling Program:

- Organize & supervise staff during the annual spring or fall yard waste pick-up.
- Interface with contractors and service providers to ensure quality service delivery.
- Follow up on resident concerns and complaints regarding any service delivery issues.

Vehicles & Equipment:

- Ensure that the maintenance and repair of Public Works vehicles and equipment are undertaken as required and the up-to-date records and logs are kept.

Other:

- Advise the Public Works Foreman on matters pertaining to Public Works.
- Act upon citizens' concerns or complaints, when appropriate, in a tactful and co-operative manner.
- Must be available to perform rotational stand-by duties.
- Perform other related duties as may be directed by the Public Works Foreman.
- Annual review and update of the Town of Bentley's Asset Management Plan and Drinking Water Safety Plan.
- Train staff members in the safe use & maintenance of all equipment, supplies, and procedures related to Public Works operations.

QUALIFICATIONS

Work Experience

- Minimum of three (2) years' experience preferred in public works or the maintenance of water and wastewater collection systems, or other related discipline, or an equivalent combination of experience in maintenance operations or a related environment.
- Basic carpentry, mechanics, plumbing and welding knowledge and experience considered an asset.
- Experience in the operations and maintenance of vehicles and equipment such as graders, track steer, tractor, 5-ton truck (hauler, plow), ride on mowers.

Education Requirements

- High School Graduation
- General knowledge of the development and implementation of standard operating procedures, safe work practices, mechanically inclined.
- Post Secondary Education, Trade Certification will be considered an asset
- Preference will be given to a candidate with Level 1 certification in the following:
 - Level 1 Water Distribution
 - Level 1 Water Treatment
 - Level 1 Wastewater Collection
 - Level 1 Wastewater Treatment
- Certificates in First Aid, CPR, Confined Space, Ground Disturbance, Fall Arrest, H2S, TDG and WHIMIS, Incident Command System Training and Powerline Safety Training considered an asset.

General Skills

- Knowledge of equipment, tools, practices, materials and methods related to municipal public works operations.
- Must be a self-starter and possess the initiative and willingness to accept new challenges and adapt to change.
- Must be in good physical condition to fulfill any duties and responsibilities of the position.
- Valid Class 5 Alberta Provincial Drivers Licence with Q endorsement
- Must be able to provide a security clearance (criminal record check) and clean drivers abstract
- Computer skills in Microsoft – word, excel, information management

Hours of Work: typically, 7:30am to 4:00 pm Monday through Friday, on-call and overtime will also be necessary when required to meet operational requirements (ie: snow plowing will commence at 4:00am when needed)

Salary and Benefits: The Town of Bentley provides a competitive wage and benefits program, which includes extended health and dental benefits as well as an RRSP matching program through Servus Credit Union. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

Application Submission & Deadline

Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person **by May 16, 2025, 3:00pm**. If applying by email, please ensure the job position is included in the subject line. **We appreciate all applications; however, only candidates selected for an interview will be contacted.**

Contact:

Town of Bentley

Attn: Darren Jensen – Public Works Foreman

Email: djensen@townofbentley.ca

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