



MAINTENANCE WORKER I

The Town of Oliver invites applications for the position of Maintenance Worker I to work in the Operations Department. Under the supervision of the Deputy Director of Operations, the Maintenance Worker I schedules, lays out, and performs various maintenance, repair and construction tasks related to municipal buildings, infrastructure and other public works projects.

Qualifications required for this position must include a Grade 12 education combined with 3 years experience with considerable skill in carpentry, plumbing, mechanics and concrete finishing. A valid Class 5 BC Drivers Licence. A British Columbia trade qualification is an asset.

This unionized position will pay an hourly rate ranging between \$24.16 to \$28.02 per hour along with a comprehensive benefits package dependant on qualification and experience. Qualified applicants are invited to forward their resume to the Deputy Director of Operations, Town of Oliver, PO Box 638, Oliver, B.C. V0H 1T0, fax (250) 498-2456 or e-mail at dbjornson@oliver.ca by Friday, February 9, 2018.

Those interested in this position may obtain a detailed Job Description on the Town of Oliver website at www.oliver.ca

We thank all applicants for their interest in working for the Town of Oliver and advise only those candidates selected for interviews will be contacted.

**TOWN OF OLIVER
JOB DESCRIPTION**

POSITION: MAINTENANCE WORKER I

DATE: May 5 2015

REPORTS TO: Deputy Director Operations

DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under the supervision of the Foreman, the Maintenance Worker I performs various maintenance, repair and construction tasks related to municipal buildings, infrastructure and other public works projects to ensure facilities and infrastructure are safe.

REQUIRED QUALIFICATIONS

Education, Training and Experience

Grade 12 combined with 2 years experience basic skill in carpentry, plumbing, and concrete finishing. A valid Class 5 BC Drivers Licence.

Knowledge, Skills and Abilities

Knowledge of the hazards and proper safety precautions related to the work performed.
Knowledge of basic carpentry, plumbing, painting and concrete work.
Ability to understand and carry out oral instructions.
Ability to operate and inspect a variety of equipment.
Ability to exercise courtesy and tact when dealing with employees, contractors and the public.
Ability to provide clear and concise instructions.
Ability to work with minimal supervision.
Good physical condition to be able to perform heavy manual work.

RESPONSIBILITIES

1. Performs routine repairs such as light bulb, fluorescent tube and ballast replacement; painting; making or fixing benches/tables and railings; adjusting doors and related hardware; furnace maintenance (i.e. changing filters, servicing humidifiers, etc.) to ensure facilities and infrastructure are maintained.
2. Repairs roads and sidewalks including spreading and levelling asphalt, makes and sets forms and reinforcement for concrete work, performs concrete finishing as required; inspects and grinds sidewalks to reduce the risk of trips and falls; installs and repairs signs.
3. Performs fire hydrant maintenance and pressure tests new hydrants to ensure they are working properly.
4. Hand digs to locate underground utilities and directs various construction and excavation

equipment to assist with placement of supplies and equipment, etc.; performs traffic control including placement of barricades and warning devices to ensure safety of crews and the public.

5. Prepares plots for burials or ash interment by determining plot location; directs backhoe or digs by hand to open and close burial sites; sets up and removes funeral service material such as boards, carpets and flowers; places and repairs memorials.
6. Performs snow and ice removal functions to ensure roads and sidewalks are safely maintained.
7. Operates, inspects and performs routine maintenance and repair of a variety of motorized tools and equipment to keep them in good working order.
8. Delivers and picks up supplies, transports equipment and materials to work sites and maintains service truck parts and materials inventories to ensure supplies are available at job sites.
9. Assists with large water and sewer projects by installing and repairing sewer and water pipes, catch basins, manholes and drywells including trench levelling, laying pipe, making connections and backfilling, as well as installing and maintaining water and sewer pumps.
10. Provides instructions to Labourers and performs Labourer I and II work as required.
11. Acts as canal crew leader to ensure annual spring irrigation canal maintenance work is to municipal standards and safety precautions are followed; works alongside the crew to clean and repair the irrigation canal; schedules concrete trucks as required.
12. Performs other related duties as required.

Deputy Director of Operations