



UTILITY PERSON II – EQUIPMENT OPERATOR
(INTERNAL/EXTERNAL)

The Corporation of the Village of Telkwa is recruiting a full-time Utility Person II – Equipment Operator to join our Public Works team.

Under the direction of the Working Foreman, the Utility Person II – Equipment Operator is responsible for the safe and efficient operation of heavy mobile equipment (Graders, Loaders, Plow Trucks, etc.) for the purposes of road maintenance, water/sewer maintenance, snow clearing as well as the performance of manual duties such as: snow removal, sidewalk clearing, drainage ditch maintenance, and other duties as assigned from time to time. The preferred candidate will have and demonstrate a diverse skill set, be able to work independently and take initiative, be highly adaptable to changing work environments and tasks and meet the expectations of on-call responsibilities once fully trained in our operations.

BASIC QUALIFICATIONS:

- Hold a valid Class 5 BC Driver's Licence, with Air Brake endorsement, and an acceptable drivers' abstract (Class 3 or Class 1 licence is an asset)
- At least two years' experience operating motor graders for road construction and/or maintenance
- Mechanical skills and experience
- Grade 12 or equivalent
- Have one job-related Diploma or Certification

This is a CUPE Union position and will be subject to Union dues. A detailed job description is available on the Village of Telkwa website www.telkwa.ca. The hourly rate of pay for this position is \$28.80 (Monday to Friday - 40 hours per week), with an attractive benefits package after completion of the required 90-working day probationary period.

Candidates are invited to submit their resume, including three current references and cover letter, to the attention of:

Lev Hartfeil, Director of Operations
Email: directorofoperations@telkwa.ca
Village of Telkwa Office at 1415 Hankin Avenue,
Box 220, Telkwa, BC V0J 2X0
Fax: (250)846-9572

Application deadline is Tuesday, August 31, 2021 at 4:00 pm.



UTILITY PERSON II - EQUIPMENT OPERATOR JOB DESCRIPTION

The Utility Person II - Equipment Operator will work under the supervision of the Public Works Working Foreman. This position will be responsible for a variety of skilled duties and assist in day-to-day operations and maintenance within the Village of Telkwa. The following duties are expected to be performed by the Utility II - Equipment Operator position:

- Proficient in the operation and use of a variety of light and heavy-duty equipment (as per Schedule 1 - attached)
- Maintenance and repairs of Village equipment and vehicles
- Maintenance and repair of all Village streets/roads and parking lots
- Snow removal
- Responsible for all deep excavation activity for water and sewer utilities in accordance with WorkSafe BC regulations
- General maintenance and repair to the Cemetery including preparation of grave sites and placement of headstones (including record keeping).
- Collection and disposal of garbage and spring cleanup
- Proficient in the operation and use of hand tools
- Understand the importance of encouraging a safety culture within the workplace and provide Health and Safety leadership and guidance to other Public Works staff
- Installation, and repair of road park and Village signs
- General maintenance of all parks, trails and open green space areas within the Village
- General maintenance and repair of all Village buildings and structures
- Inspection of all municipal rental facilities as per check list (daily)
- Maintenance of all playground equipment, playing fields and ice rinks
- General inspections of parks, trails and open space areas and all related equipment – eg. playground equipment, ball fields
- Direct (could include supervision) involvement with capital works projects, as requested
- On-call duties as required & scheduled
- Supervision of Utility I, students, etc. in performing maintenance activities with respect to productivity, efficiency and quality control, ensuring compliance with Village policies and procedures, and health and safety requirements as required
- Complete daily activity sheets with pertinent date for approval and processing by Working Foreman and/or Director of Operations
- Maintenance, repair and sampling of the waste water collection and treatment systems as per Provincial Operating Permit

- Operations, repairs and maintenance to the potable water treatment and distribution systems
- Installing, inspecting, repairing and routine maintenance of the water system, including: intakes, reservoirs, pumping stations, distribution lines, fire hydrants, valves, lift stations and lines
- Installing, inspecting, repairing and routine maintenance of wastewater and storm sewer systems
- Other duties that may be assigned from time to time

QUALIFICATIONS FOR POSITION

1. Hold a valid Class 5 BC Driver's Licence, with Air Brake endorsement, and an acceptable drivers' abstract (Class 3 or Class 1 licence is an asset)
2. At least two years' experience operating motor graders for road construction and/or maintenance
3. Mechanical skills and experience
4. Grade 12 or equivalent
5. Have one job-related Diploma or Certification

ABILITIES REQUIRED FOR THIS POSITION

1. Excellent ability to manage multiple priorities/projects with little or no supervision
2. Ability to meet deadlines, function well under pressure, and respond to frequently changing demands
3. Must have the ability to maintain pleasant effective relations with the public, even under adverse conditions and circumstances
4. Must have the ability to maintain written records (example: equipment maintenance records, water treatment plant and sewer system records)
5. Excellent communication skills, both oral and written, to provide direction to reporting staff, provide information to the public, and liaise with management
6. Must be physically and mentally capable of performing the required duties
7. Must be able to take directions and work in team environment
8. Must be willing to complete other tasks when not required to operate equipment
9. Must have the ability to learn the operations of the Water Distribution and Sewer Collection Operations
10. Must have the ability to learn basic computer operations
11. Sufficient physical strength, stamina and coordination to permit the performance of heavy outdoor work in all weather conditions
12. Ability to adhere to all Health and Safety requirements



Schedule 1

Equipment Listing as of August 12, 2021

Unit #	Equipment Description	Attachment Function or Equipment Operation
005	GMC C5500 Dump Truck	Front Mount Snow Plow Box Mount Road Sander Box Mount Calcium Application Unit
007	Komatsu WB 146-5 Backhoe	Front Bucket-Loader Rear Backhoe – Excavation
008	Caterpillar 14G Grader	Driveway Gate Finish Grading Crown & Slope of Gravel Roads. Snow removal including hardpack ice
009	JCB 190 Skid Steer Loader	Snow Bucket Rotary Broom Sweeper Landscape Bucket
010	Caterpillar 311 Excavator	Bucket “Thumb” Used for Log Chipping Excavation
011	Bandit Wood Chipper	Creating Select Sized Wood Chips for Bio-Mass Boiler
012	Exmark Lazer Z 72” Mower	Zero Turn Mower for Parks Lawn Mowing
018	Freightliner Dump/Plow Truck	Underbody Snow Plow Road Sander
019	International 7300 Garbage Truck	Labrie Packer Side Load with Cart Tipper