

Position Title:	Utility Maintenance	Competition No:	2025-38
Department:	Operations	Close Date:	Until Filled
Category:	External: This is a Full-Time Permanent Union position open to all applicants.		

Position Details:

Probation Rate: \$28.61

Regular Rate: \$30.12

Hours of Work: 40 hours/week

Employment Type: Permanent

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

The Opportunity:

The City of Selkirk is currently in search of **Utility Maintenance** to join our team. Under the general supervisory direction of the Manager of Utilities, the incumbent is responsible for performing duties related to maintenance, repair and replacement of water, wastewater and land drainage systems.

Job Duties:

1. Utilities Maintenance

- Perform duties related to the maintenance, inspections, repairs and testing of the water system, including main lines, valves, hydrants, service lines, meters, accessories and appurtenances.
- Perform duties related to the maintenance and repair of wastewater and land drainage systems, including manholes, main lines, service connections, accessories and appurtenances.
- Perform duties related to the thawing of water, wastewater and land drainage systems with portable steamers, etc.
- Quarterly – carry out readings on all the water metering equipment and work with the Utility Clerk to schedule appointments, supply consumption histories and additional readings for the quarterly billing cycle.
- Perform water cut-ins and cut-offs on main valves and individual service boxes as requested.
- Provide underground utility locations for outside utilities, contractors, etc.
- Correspond with consumers, contractors, etc. as required.
- Serve as the designated Field Person In-Charge as directed by the Manager of Utilities.
- Conduct Chlorine Residual Testing after a repair to the Water Distribution System.

- Perform duties related to the maintenance of sewage lift stations that are utilized for collection of wastewater.
2. Administrative
 - Provide and maintain accurate records regarding the day-to-day operations. Records are to be in both written and electronic format and meet Provincial Regulations under the Environment Act.
 3. Equipment Operation and Maintenance
 - Operate the utility maintenance vehicle, other vehicles, and a variety of hand tools, small equipment, and light equipment as related to carrying out work assignments.
 - Perform maintenance, routine checks, minor services, daily inspections reports, and cleaning of vehicles and equipment utilized in day-to-day work related activities.
 - Inform the Manager and/or Mechanic of any required significant repair or safety problem on equipment being operated.
 4. Provide support and training to other employees as required.
 5. Perform other related duties as may be assigned.

Qualifications and Minimum Requirements:

Minimum Qualifications shall include:

- High School Diploma or equivalent with courses in Chemistry, Mathematics, Physics, Biology & Electrical Theory
- Possess a Level II Wastewater Collection Operator License within the Province of Manitoba
- Possess a Level II Water Distribution Operator License within the Province of Manitoba
- Must be capable of serving as the designated Field Person In-Charge as legislated under Provincial Mandatory Certification Regulations.
- A minimum of three (3) years' experience within similar water distribution and wastewater collection facility operations in a municipal corporation.
- Valid Class 5 or G Driver's License
- Experience in basic plumbing techniques
- Experience in the operation of designated equipment and power tools
- Ability to read and understand engineering drawings related to the City's infrastructure
- Ability to maintain records in written and computer-based format
- Valid Emergency First Aid and CPR-C Certification
- Possess Certification in Confined Space Entry Training
- Must be able to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions.
- Ability to establish and maintain positive working relationships with employees at all levels of the organization, external contracts, and the public, in accordance with the Respectful Workplace Policy.
- Ability to work independently, with a minimum of supervision
- Knowledge and understanding of the occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work.
- Demonstrated competence in safe work practices

- Must be physically able to perform all the laboring aspects or other duties associated with the position.

Apply:

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

This is a Full-time Permanent Unionized position open to all applicants. Applications will be accepted until the position is filled.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.