

Public Works Assistant

**The MD of Acadia is looking for someone to fill the position of
Public Works Assistant.**

**The position will be paid hourly, and is expected to be
Full-time hourly for 8 months of the year.**

Preferred Qualifications:

- **Small Systems water and Wastewater operator certification**
 - **Class 3 Drivers License**
 - **Grade 12 or GED**
 - **Team player**

Resumes can be emailed to: cao@mdacadia.ab.ca

Or mailed to Jason Wallsmith, Box 30 Acadia Valley, AB

Deadline to apply is March 30, 2020

**The full job description follows on the next page
Only those selected for an interview will be contacted**



Municipal District of Acadia #34

WORKING TITLE:	Public Works Assistant
POSITION CATEGORY:	Municipal Services Worker – MSW II
REPORT TO:	Public Works Coordinator
SUMMARY OF FUNCTIONS:	Works under the direction and leadership of the Public Works Coordinator delivering municipal utilities, public works, community services and agriculture programs.

GENERAL DESCRIPTION:

Municipal Service Worker (MSW's) II are experienced front line maintenance and operational staff whose major, although not exclusive, duties are related to one or more specific functions.

The M.D. of Acadia is a small municipal organization with limited resources and a geographically large and diverse area. The M.D. is dependent upon staff members that are cross trained in a number of procedures and practises. MSW II Staff will normally perform a specific set of duties on a regular or time specific basis, but if necessary they shall have the capacity to perform at least the basic components of most other municipal functions which may not normally be a part of their regular duties.

TYPICAL DUTIES:

- As a Municipal Services Worker the employee will conduct routine maintenance on M.D. Infrastructure; roads, equipment, vehicles, buildings, & property and also in such areas as the Dam, Ballpark, Ferguson Park & Cemetery, as directed by the Public Works Coordinator.
- Conduct mowing, snowploughing and roadside spraying as needed; inspect roadways to immediately report any damage or potentially hazardous situations due to road, weather, and sign conditions.
- Act as the back-up Water & Sewer Operator.
- Be informed and adhere to all safety protocols and procedures
- Be available on an ongoing, as required, basis to assist other Municipal Services Coordinators, M.D departments and/or the CAO and perform other related duties as required.

PREFERRED QUALIFICATIONS/EDUCATION/EXPERIENCE:

- A minimum of Grade 10 with a strong preference for Grade 12 or GED.
- General knowledge of Municipal operations and equipment.
- Valid Class 3 driver's license or willingness to obtain.

- Current safety certificates (Standard First Aid and Ground Disturbance)
- Excellent communication, organization and inter-personal skills with proven ability to work well with others in a team environment or independently.
- Small Systems water and wastewater operator certification
- Good physical and mental health with demonstrated physical capability to perform heavy lifting and manual labour.
- Adequate verbal and written communication skills are essential.
- Dependable and reliable individual, with flexibility to multi-task.
- Experience in a Municipal Government setting would be an asset.
- Able to work harmoniously with other MD employees and Municipal Residents.

ORGANIZATIONAL RELATIONSHIPS:

The **MSW** is required to effectively and constructively communicate on an ongoing basis with one's direct supervisor, other M.D. Coordinators, M.D. staff, M.D. subcontractors and M.D. residents. He/she will consistently do so in a professional and respectful manner consistent with the principles outlined in the *Acadia Municipal Work Place Commitment* statement.
