



EMPLOYMENT OPPORTUNITY

POSITION Water and Sewer Operator / Public Works Labourer

Immediate Opening - Permanent Full-Time, 40 Hours per week; Salary to be discussed.

Due to the nature of the position of Water and Sewer Operator, availability to work irregular hours, overtime on evenings and/or weekends is essential to this position.

SUMMARY The Village of Alma is a progressive, innovative, and economically vibrant community located on the Bay of Fundy. Lobster and scallop fishing and tourism are integral to our local economy, and while we're a small community, each year we welcome travelers from around the world. The Village of Alma is undergoing change under the Local Governance Reform; therefore, the successful candidate may be required from time to time to work at various locations within the boundaries of Fundy Albert but will report daily to Alma.

POSITION OVERVIEW The Water and Sewer Operator and Public Works Labourer is responsible for the day-to-day management and administration of the village drinking water distribution system and wastewater collection networks, and the maintenance of village properties and infrastructure.

CORE COMPETENCIES

- High Level of Energy and Enthusiasm
- Strong Oral Communication
- Time Management
- Good Level of Physical Strength
- Decision Making and Judgement
- Planning and Organizing

QUALIFICATIONS

- Water and Sewer Operations Certification (or willingness to take required courses)
 - Level 1 Water Treatment and Distribution
 - Level 1 Wastewater Treatment and Collection
- Commitment to promoting and maintaining good public relations and on-the-job safety practices
- Possess a valid NB class 5 driver's license and a clean driving record
- Ability to operate a medium-duty truck (with dump), snow removal equipment, lawn equipment, and a Bobcat mini excavator for clearing snow and sweeping, etc.
- Have a working knowledge of types, uses, care, and control of common hand tools and standard construction equipment and materials used in municipal services
- Computer Skills (SCADA, Microsoft Office, E-mail)
- Education: Grade 12 or GED

DUTIES & RESPONSIBILITIES

Municipal Services

- Deliver municipal services to ensure that taxpayers receive effective and appropriate services.
- Promote and protect the best interests of the Village.
- Perform inspections and coordinate maintenance and repairs of sidewalks, streets, shouldering, and drainage systems.
- Collection of weekly household waste and transportation to the waste management facility located at 100 Enviro Drive, Berry Mills.
- Plan and supervise street maintenance.
- Sidewalk and curb sweeping during summer, and sanding and snow removal from sidewalks during winter operations.
- Monitor signage, street/parking lot markings.
- Maintenance of village vehicles and equipment, including scheduling inspections and repairs.

Water and Wastewater Systems

- Manage the operations of the water distribution system to ensure clean public water supply and that water quality standards are met.
- Manage the wastewater treatment plan to ensure the proper treatment and disposal of sewage.
- Ensure compliance is met with the Village's Wastewater Works Approval to Operate and the Drinking Water Distribution System Approval to Operate.
- Complete the required Water and Wastewater reports to Provincial Departments.
- Provide the Clerk with a water and sewer report to be submitted to village council at the regular monthly council meeting
- Respond to calls regarding sewer back-ups and advise property owners on problems with their sanitary sewer service laterals

Village Facilities

- Conduct inspections of village owned facilities and buildings.
- Make emergency repairs where needed and coordinate repairs to buildings.
- Occasional light janitorial duties of village owned facilities.
- Coordinate maintenance and repairs to structural, mechanical, and electrical systems.
- Maintain all lawns, flowerbeds, shrubbery, and alders.
- Install and take down of holiday decorations, flags, flowers, etc.
- Shovelling of walkways at the Village Office and Activity Centre.
- If summer student is present, delegate tasks while providing leadership and guidance for a safe and healthy work environment.

COMPENSATION

The Village of Alma offers a competitive salary (based on experience and capabilities), paid vacation, and paid sick days. Employees are eligible to participate in the municipal pension plan following a three (3) month probation period. There will be the possibility of a health benefits package after January 1, 2023.

The Village of Alma is an equal opportunity employer. If you meet the above requirements, please forward your resume and one reference letter to the attention of Hanna Downey, Clerk/Treasurer at villageofalma@gmail.com before the deadline of Friday, July 15, 2022. Resumes may also be dropped off at:

**Alma Village Office
8 School Street
Alma, NB E4H 1L2**

Only candidates chosen for an interview will be contacted.