



Employment Opportunity

Town of Irricana

Vacancy – Public Works Maintenance 2

Permanent Full-Time Position

The Town of Irricana requires a permanent full-time Public Works Maintenance 2 position.

Under the direction of the Public Works Lead or in his/her absence, the Maintenance 3 or C.A.O., Maintenance 2 is responsible for performing duties related to the general repair and maintenance of Town owned facilities and equipment including street, sidewalks, water and sewer systems, cemetery, recreation areas and parks/natural spaces.

Position Duties:

- A. Parks/Natural Space and Recreation Areas
 - 1. To maintain all trees and vegetation in a safe and healthy state.
 - 2. To provide for the coordinated development of trees, shrubs and plants in the Town.
 - 3. To repair and/or maintain all equipment, buildings, and structures in a clean, safe and attractive manner.
 - 4. Maintain tree farm and ensure sustainability of Town trees.
- B. Water and Sewer Services
 - 1. To assist the Lead and/or Maintenance 1 whenever necessary, in the operation and/or repair of all equipment.
 - 2. To read/document water meters/usage.
- C. Street and Alley Maintenance
 - 1. To assist the Lead and/or Maintenance 1, whenever necessary, in maintenance and/or repair of the roads, streets and alleys.
- D. Public Property
 - 1. To assist the Lead and/or Maintenance 1, whenever necessary, in the performance of any operation regarding public property.
- E. Equipment
 - 1. To assist the Lead and/or Maintenance 1, whenever necessary, with the maintenance and/or repair of all equipment.
- F. Disaster Services
 - 1. Provide assistance to the Lead and/or Maintenance 1 in the performance of Disaster Services.
- H. Administrative Functions
 - 1. Participate in and help ensure safe work practices are followed.
 - 2. Rotates on standby with other department staff for evening and weekend on-call and may be required to work shifts outside the regular hours of work.
 - 3. Assist in development of inspection and work reports
 - 4. Fill out and make reports as required.
 - 5. Performs other duties as may be required.

Qualifications:

- 1. Minimum High School education or GED certificate
- 2. Valid Class 5 driver's license with air ticket
- 3. First Aide Certificate
- 4. General knowledge of trees, plants, and growing conditions
- 5. General knowledge of construction practices.
- 6. Ability to operate all types of power tools.
- 7. Ability to establish and maintain good public relations
- 8. Ability to operate heavy equipment

The successful applicant will be required to submit a driver's abstract and clean criminal record check.

The Town of Irricana offers a competitive remuneration of \$29.23 hr and benefits package.

Position will remain open until a suitable candidate has been chosen.

Applications can be mailed or emailed:

Only those applicants selected for an interview will be contacted.

The Town of Irricana thanks all applicants for their interest in joining the Irricana Team.

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