



**Municipality of Pembina**  
**EMPLOYMENT OPPORTUNITY FOR A FULL TIME**  
**UTILITY OPERATOR / PUBLIC WORKS EMPLOYEE**

A full time Utility Operator / Public Works Employee is required to carry out multiple duties throughout the Municipality of Pembina.

Please fill out and return to the municipal office all the attached sheets that go with the application package and sign where needed. Along with the package, please attach a cover letter with wage expectations and a copy of your resume including references. References must include direct supervisor name and contact information.

**Doug Scharf. PW Manager**  
**Municipality of Pembina**  
**360 Highway No. 3**  
**Manitou, MB**  
**R0G 1G0**  
**Email: [admin@pembina.ca](mailto:admin@pembina.ca)**  
**Phone: (204)242-2838**  
**Fax: (204) 242-2798**

The deadline for application submissions is open until filled; however, submissions will be reviewed as early as Oct 1, 2025. Only those candidates chosen for an interview will be contacted.



## **JOB DESCRIPTION**

### **FULL TIME UTILITY OPERATOR / PUBLIC WORKS EMPLOYEE**

**Hours:** The employee in this position will also be expected to work extended hours, weekends and in emergency situations as required.

**Wage:** The Municipality of Pembina offers a comprehensive benefits package and pension plan. Salary commensurate with experience and qualifications.

#### **Qualifications:**

##### **Essential:**

- Grade Twelve or G.E.D. equivalent.
- Basic plumbing, piping and mechanical skills.
- Must possess and maintain a valid Class 5 Province of Manitoba driver's licence.
- A working knowledge of applicable Workplace Safety and Health and WHMIS training.
- Ability to work in confined spaces.
- Ability to work with the public, employees and external stakeholders
- Ability to work with a minimum of supervision or alone when needed.
- Must be able to respond within 30 minutes of an emergency.
- Must be willing to obtain and deliver a Vulnerable Sector and Criminal Record check.

##### **Requirements**

- Class 1 Water Treatment, Water Distribution and Wastewater Collection & Treatment certifications or ability to obtain in negotiated and reasonable timeframe. All educational training required for the position will be provided and paid for by the municipality.
- Class 3A drivers license or ability to obtain within 12 months of employment.
- Experience in operating light equipment and trucks with ability to learn heavy equipment operation.
- Compliance with the Municipality of Pembina Human Resource Policy, Provincial Workplace Health and Safety Standards and the Municipality of Pembina Health and Safety Policies.

#### **Job Duties:**

- Assisting in the operation, repair and maintenance of the utilities including but not limited to the water treatment plant, water distribution system, sewers, lift stations and lagoons.
- Assisting in the general operation in the Public Works Departments involving general maintenance works within the Municipality of Pembina.



## Employment Application

Applicants who do not meet the above qualifications will be welcomed, provided they are willing to obtain certification in the future.

### Personal Information

Last name	First name	Middle name
Present address		
Town/City	Province	Postal code
Telephone	Alternate telephone	
Email address	Are you employed now?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If hired, when can you start work?		
Do you have a reliable means of transportation to get to work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Driver's License Number

All personal information collected in the application form and/or through investigation is confidential. It will be treated as such and safeguards exist to protect the information. The information collected will be used for the purposes it is collected.

### ***Please read carefully***

In exchange for the consideration of my application for employment by the Employer, I agree that:

- (1) The acceptance of this application shall not serve to create an actual or implied contract of employment, or to confer any right to be or remain an employee of the Employer.
- (2) The Employer can investigate all statements contained in this application by all means possible.
- (3) Any misrepresentation or omission of facts called for, required by this application (directly or indirectly) is cause for dismissal at any time without any previous notice, without pay in lieu of notice and without any liability on the Employer. I hereby give the Employer permission to contact schools, previous employers, references, and such other persons as it decides appropriate. I, hereby, fully release the Employer from any liability because of such communication.

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

***Completed application package must be submitted to:***

***Municipality of Pembina  
Attn: Doug Scharf, PW Mgr  
PO Box 189 360 PTH3  
Manitou, MB R0G 1G0  
Email: [admin@pembina.ca](mailto:admin@pembina.ca)***

We thank all those that apply but only those chosen for an interview will be contacted.



## **Municipality of Pembina**

### **Utility Operator / Public Works Employee**

Please circle YES or NO or REQUIRE ACCOMMODATION to the following requirements:

#### **Physical Requirements (an \* after requirement indicates essential)**

Lift/carry 0-10 kg (0 -22 lbs) *	YES	NO	REQUIRE ACCOMMODATION
Lift/carry 10-22 kg (22-48 lbs) *	YES	NO	REQUIRE ACCOMMODATION
Lift/carry 22-45 kg (48-99 lbs)	YES	NO	REQUIRE ACCOMMODATION
Wearing hard hat *	YES	NO	REQUIRE ACCOMMODATION
Walking (prolonged periods) *	YES	NO	REQUIRE ACCOMMODATION
Wearing safety glasses/goggles *	YES	NO	REQUIRE ACCOMMODATION
Walking (rough terrain) *	YES	NO	REQUIRE ACCOMMODATION
Wearing hearing protection *	YES	NO	REQUIRE ACCOMMODATION
Sitting (prolonged periods) *	YES	NO	REQUIRE ACCOMMODATION
Wearing respirator/dust mask *	YES	NO	REQUIRE ACCOMMODATION
Standing (prolonged periods) *	YES	NO	REQUIRE ACCOMMODATION
Wearing traffic vest *	YES	NO	REQUIRE ACCOMMODATION
Twisting *	YES	NO	REQUIRE ACCOMMODATION
Operating vehicles *	YES	NO	REQUIRE ACCOMMODATION
Climbing (stairs/ladders, as req'd) *	YES	NO	REQUIRE ACCOMMODATION
Wearing rubber/plastic gloves *	YES	NO	REQUIRE ACCOMMODATION
Crouching *	YES	NO	REQUIRE ACCOMMODATION
Shovelling *	YES	NO	REQUIRE ACCOMMODATION
Kneeling *	YES	NO	REQUIRE ACCOMMODATION
Hammering *	YES	NO	REQUIRE ACCOMMODATION
Bending *	YES	NO	REQUIRE ACCOMMODATION

#### **Environmental Requirements (an \* after requirement indicates essential)**

Work in direct sunlight *	YES	NO	REQUIRE ACCOMMODATION
Work in outside temperature extremes *	YES	NO	REQUIRE ACCOMMODATION
Work in/over water	YES	NO	REQUIRE ACCOMMODATION
Work at heights	YES	NO	REQUIRE ACCOMMODATION
Working in confined spaces*	YES	NO	REQUIRE ACCOMMODATION
Work in elevated noise levels *	YES	NO	REQUIRE ACCOMMODATION
Work with liquid chemicals	YES	NO	REQUIRE ACCOMMODATION
Work around poison ivy/oak	YES	NO	REQUIRE ACCOMMODATION
Work in areas with dust/pollen *	YES	NO	REQUIRE ACCOMMODATION
Possible exposure to insect stings	YES	NO	REQUIRE ACCOMMODATION
Work with solvents/oils *	YES	NO	REQUIRE ACCOMMODATION
Work around asphalt Fumes *	YES	NO	REQUIRE ACCOMMODATION

Signature: \_\_\_\_\_

Date: \_\_\_\_\_