



**EMPLOYMENT OPPORTUNITY FOR A FULL TIME  
PUBLIC WORKS EQUIPMENT OPERATOR EMPLOYEE**

A full time Public Works Equipment Operator Employee is required to carry out multiple duties throughout the Municipality of Pembina with the primary function of operating a motor grader.

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

**Doug Scharf, Public Works 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 Municipality will begin reviewing resumes on Friday, October 25<sup>th</sup>, 2024; however, the posting will remain open until a suitable candidate is selected. Only those candidates chosen for an interview will be contacted.



## **JOB DESCRIPTION**

### **FULL TIME PUBLIC WORKS EQUIPMENT OPERATOR EMPLOYEE**

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

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

#### **Qualifications:**

- Minimum of 2 years' experience operating relevant equipment would be an asset.
- Must have Class 5 Driver's License
- Required to hold a valid Manitoba Class 3 Driver's License with Air Endorsement and provide proof of an acceptable driver abstract, or willing to obtain within 4 months of start date
- Demonstrated proficiency in English, both written and verbal.
- Mechanical and welding experience an asset
- A practical knowledge of the operation, care and maintenance of hand tools and small equipment, of safe work practices under Workplace Health and Safety; and of basic mechanics is desirable.
- A Criminal Record Check may be required and the ability to successfully pass a medical examination of which the results shall be provided to the Municipality.
- Previous training or completion of Occupational Health and Safety would be an asset.
- Knowledge of the municipality would be considered an asset.
- Work week and work schedule may vary and may include weekend and evening work.
- Required to or may operate equipment such as: ag tractor, 3pt. mower, snowblower, pressure washer/steamer (culvert steaming), safety equipment, industrial and hand tools, welding equipment, chain saw.
- Shall perform physical tasks as required.
- Ability to adapt to the daily challenges associated with a busy work environment.
- Ability to work in a variety of weather conditions.

#### **Job Duties:**

- Operating heavy equipment such as a single or tandem dump truck, backhoe, motor grader, wheel loader, skid steer, forklift, loader backhoe in a careful and efficient manner.
- Perform regular service and maintenance of vehicles and equipment and complete service logs.
- Participate in all safety training, orientations, meetings, and professional development training.
- Report to appropriate municipal department weed problems, signage problems, gravel requirements or other irregularities on grader route or elsewhere in the municipality.
- As instructed, all grading, road building, repair and snow clearing. Duties may include pulling shoulder of road edges, crowning and cutting and re-crowning of roads, grading and plowing according to a route system, push grades and loading and hauling of material
- Perform excavating work for drainage maintenance, repair and construction. (culvert installation)
- Ensure all standards of Workplace Safety and Health are followed.



- Perform daily safety and maintenance checks.
- Complete records relative to the equipment used and work performed.
- Clean heavy equipment, trucks and shop as scheduled and/or required.
- Ensure heavy equipment is safely and securely stored.
- Must be able to work in a team environment and with the public as required.
- Performs other duties as may be assigned.



## Employment Application

### 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 as a result of such communication.

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

Date \_\_\_\_\_

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

***Municipality of Pembina  
Attn: Doug Scharf  
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.



## 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: \_\_\_\_\_