



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

A full time 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 required. 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, Public Works Manager
Municipality of Pembina
360 Highway No. 3
Manitou, MB
R0G 1G0
Email: admin@pembina.ca
Phone: (204)242-2838
Fax: (204) 242-2798

The deadline for application submissions is noon on Friday, May 16th, 2025; however, this position will remain open until a suitable candidate is found. Only those candidates chosen for an interview will be contacted.



JOB DESCRIPTION

FULL TIME 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:

- High School diploma or G.E.D equivalent.
- Must possess and maintain a valid Class 5 Province of Manitoba driver's license.
- A working knowledge of applicable Workplace Safety and Health and WHMIS training.
- Ability to work in confined spaces.
- Basic plumbing, piping and mechanical skills an asset.
- 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 Criminal Record check.

Desired:

- Experience in operating light equipment and trucks with ability to learn heavy equipment operation

Requirements:

- Compliance with the Municipality of Pembina Human Resource Policy, Provincial Workplace Health and Safety Standards and the Municipality of Pembina Health and Safety Manual.

Job Duties:

- Clean/Maintain shop & yards daily
- Keep accurate written records for machinery i.e. pre-trips, maintenance schedules
- Assist in contract jobs, sign installs/repairs, culvert installation and removal, bridge maintenance, tree trimming, beaver control
- Shale hauling and pit maintenance
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- Other general duties and tasks as assigned by the Public Works Manager
- Assist in maintenance and operation of all sewer and water infrastructure in Manitou and the LUD's of Darlingford and La Riviere including but not limited to the water distribution plant, water distribution system, sewers, lift stations and lagoons within the municipality.
- Manitou pool operation and maintenance.



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	

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Applicant signature _____

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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
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