



Employment Opportunity

Utility/ Public Works Operator

Permanent Full-Time

Expires: November 20, 2025

Start Date: December 1, 2025

The Town of Rosthern invites applications from qualified people for the position of permanent full-time Utility/Public Works Operator. Reporting to the Public Works Lead Hand, the Utility/Public Works Operator will be responsible for completing duties associated with the operation of the water and sewer systems, road networks, and other municipal operations in the Town. Rotational on-call shifts are required. For a detailed job description visit: www.rosthern.com/p/employment

REQUIRED EXPERIENCE & QUALIFICATIONS

- Minimum Grade 12
- Valid Saskatchewan Class 5 Drivers Licence
- Water Treatment and Water Distribution Certification 2
- Wastewater Collection and Wastewater Treatment Certification 2
- Experience with operation and maintenance of equipment
- Knowledge of basic care and maintenance of vehicles and equipment would be an asset
- Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner
- Standard First Aid, CPR, AED, and WHMIS training
- Demonstrated proficiency in English, both written and verbal
- Punctual, energetic and self-motivated individual
- Able to work unsupervised
- Knowledge of the municipality would be considered an asset
- Criminal record check is required

The Town of Rosthern offers competitive compensation and a comprehensive benefits package and an equal opportunity employer. The successful candidate is expected to reside in, or within 15 minutes of, the community.

Qualified applicants should submit their resume detailing qualifications, experience, and education, along with 3 references to:

Cortney Larsen, Chief Administrative Officer
Town of Rosthern
PO Box 416
Rosthern, SK S0K 3R0
Phone: 306 232 4826
Email: cao@rosthern.com

We thank all applicants, but only those chosen for an interview will be contacted.



JOB DESCRIPTION

POSITION TITLE: UTILITY & PUBLIC WORKS OPERATOR

REPORTS TO: Public Works Lead Hand

REPORTS: None

Date APPROVED: December 2021

Date REVISED: October 2025

PRIMARY DUTIES:

- 1) Performs water treatment plant tasks including but not limited to:
 - a) monitoring, sampling, testing, and recording;
 - b) equipment, valve and pump inspections and regular maintenance;
 - c) filter backwashing;
 - d) water reservoir cleaning.
- 2) Performs inspections and maintenance of the distribution system including but not limited to:
 - a) hydrant flushing;
 - b) valve maintenance
 - c) water fill station maintenance; and
 - d) scheduled or emergency repairs.
- 3) Performs inspections of the water wells and assists with well maintenance and repair.
- 4) Assists with the reading of water meters and changing or installation of water meters as assigned.
- 5) Performs inspections and maintenance of the lagoon and all sewage pumping stations and assists with any necessary repairs.
- 6) Operates heavy equipment including but not limited to dump or tandem truck, backhoe, grader, and street sweeper in a careful and efficient manner.
- 7) Performs general labour, maintenance and repair activities on all roads, walkways, sidewalks, ditches or other areas as assigned including but not limited to:
 - a) painting of curbs and street crosswalks;
 - b) repair and maintenance of Town property such as signs, buildings, cemetery and other infrastructure as required;
 - c) boulevard landscaping and street maintenance;
 - d) construction and maintenance of curbs and sidewalks;
 - e) garbage collection and general cleanups as required.
- 8) Performs cleanup of shop buildings, yard and equipment as required.
- 9) Maintains daily vehicle and equipment inspection and usage records.
- 10) Performs general and routine maintenance and repair activities on vehicles and equipment.
- 11) Assists with the set-up and clean-up of special functions.
- 12) Promotes and requires safe working practices and conducts on-site safety inspections.
- 13) Maintains effective, professional, courteous, and respectful communications with supervisors, other staff, and the general public.

- 14) Attends and participates in scheduled meetings (departmental or other) and all safety training, orientations, and ongoing training.
- 15) Ensure all standards of Occupational Safety and Health are followed.
- 16) Ensures compliance with and perform all duties in accordance with Provincial Legislation and related Regulations as well as municipal policies, procedures and guidelines; established operational work plans; and directives provided by supervisor or designate.
- 17) Ensures proper working condition of equipment and buildings and makes recommendations to the Foreman with reference to such work.
- 18) Provide recommendations to the Lead Hand with reference to planned and scheduled maintenance, repair, renovation and construction projects.
- 19) Performs other duties as may be assigned including those related to parks and recreation.

SPECIFICATIONS:

Experience & Qualifications

- Grade 12 or equivalent.
- Must maintain a valid Saskatchewan Class 5 Drivers License.
- Water Treatment Certification 2.
- Water Distribution Certification 2.
- Wastewater Collection Certification 2.
- Wastewater Treatment Certification 2.
- Knowledge of water related maintenance and basic care of water treatment plant lift stations, lagoon, and distributions system.
- Experience with operation and maintenance of equipment.
- Knowledge of basic care and maintenance of vehicles and equipment would be an asset.
- Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.
- Standard First Aid, CPR, AED, and WHMIS training.
- Demonstrated proficiency in English, both written and verbal.
- Punctual, energetic & self-motivated individual.
- Able to work unsupervised.
- Knowledge of the municipality would be considered an asset.
- Criminal records check is required.

Accountability/Responsibility

Under the general direction of the Public Works Lead Hand, incumbents will be expected to perform their duties to a high standard and in accordance with all policies and procedures of the Town.

UNIQUE POSITION REQUIREMENTS

- 1) The position may involve working evenings and weekend shifts.
- 2) Rotational on-call shifts over weekends and stat holidays as required.
- 3) Emergency response as directed.
- 4) Ability to work independently and reliably.
- 5) Ability to work outdoors in varied weather conditions.

- 6) Ability to perform strenuous physical activities such as extensive walking, carrying, climbing and lifting of objects in all season weather conditions.
- 7) Medical confirmation of ability to perform strenuous work in extreme outdoor weather conditions. These activities include heavy lifting, walking and carrying.
- 8) Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisors, other staff, and the general public; as well as support and project values compatible with the organization.
- 9) Required to comply with Occupational Health and Safety risk minimization.

EQUIPMENT OPERATED OR USED:

- 1) Grader, backhoe, tool cat, street sweeper, 3-ton truck.
- 2) Half ton trucks.
- 3) Small engines, pumps and a variety of tools such as hammer drills, gas grass whippers, small chainsaws, saws, packers, pressure washers.
- 4) Cleaning equipment such as brooms, mops, scrubbers.
- 5) Calibration equipment.
- 6) Fall arrest, SCBA and other safety equipment.
- 7) Two-way radios.

Incumbent

Chief Administrative Officer

Date