

**Village of Blacks Harbour
Employment Opportunity
Labourer Position**

The Village of Blacks Harbour has a “Labourer” position vacancy within the Municipality of Blacks Harbour. This is a 40-hour per week permanent, full-time, union position reporting directly to the Foreman and responsible to the CAO and Council. This applicant must be available to work overtime as required, often in inclement weather. The applicant is required to perform tasks (without supervision) in both sewerage and water treatment operations to include any administrative duties, the operating of all municipal equipment, perform inspections of storm sewers, street signs, roadways, culvert maintenance and upkeep of Village buildings, grounds and equipment, snow and ice removal, possible arena duties and all other related municipal duties as designated by the Foreman.

The applicant must be able to take and pass required courses when offered by the Village for certification under the Municipal Certificate of Operations for sewerage and water facilities.

The successful applicant shall possess the following qualifications:

- Must have minimum grade 12 graduate or equivalent
- Must possess valid NB Class 5E Drivers License or better, with a clean driving abstract
- Must possess the ability to work safely and harmoniously with fellow employees and general public
- Must possess initiative, good judgment and the ability to make decisions
- Must possess ability to follow oral/written instructions and provide accurate and legible records and reports as required. Substantial planning may be required.
- Must demonstrate sober dependability, have good health and physical condition and good attendance record.
- Certification Level I in water distribution and wastewater treatment and collection systems an asset
- Knowledge of the Occupational Safety Act and Regulations of the Province of New Brunswick an asset.

Starting Salary: \$18.18/hour, with health/benefit package, and 60-calendar day’s probationary period per CUPE contract

Contact person for inquiries: Foreman, Gerry Welles @ 506-456-4873 or 754-5598

Location: 75 Wallace Cove Road, Blacks Harbour

Only resumes received prior to 12:00 noon, October 20th, 2009 will be considered. Resumes must include two recent working references and the Village reserves the right to contact present and former employers for reference purposes.

Any persons having previously submitted applications to the Village must re-submit their resume in response to this advertisement in order to be considered for the position.

Envelopes are to be marked: #0902 PW – Labourer

Mail or hand-deliver applications to: Deanna Hunter, CAO/Clerk/Treasurer (or designate)
Village of Blacks Harbour
65 Wallace Cove Road
Blacks Harbour, NB E5H 1G9

We thank all applicants for their interest, but wish to advise that only those selected for an interview will be contacted. No phone calls please.

JOB DESCRIPTION

POSITION: Labourer

DEPARTMENT: Public Works, Village of Blacks Harbour

SALARY: Per, CUPE AGREEMENT

DATE:

NATURE OF WORK:

The Employee shall:

- Be a responsible, self-motivated individual who will report directly to the Public Works Foreman concerning all aspects of the position, but is responsible to the CAO and Village Council.
- Perform tasks (without supervision) in both sewerage and water treatment operations, including maintenance of pumps and lift stations, buildings and grounds, and to include any administrative duties, as required.
- The operating of heavy equipment (including vehicles) and all other equipment necessary to complete the related jobs.
- Collect samples from the water and wastewater distribution systems.
- Work on flushing lines when required.
- Perform necessary duties at the arena if/when required.
- Maintain maintenance records.
- Maintain effective communications and working relationship with employees and the general public.
- Perform inspections of storm sewers, street signs, streetlights, roadways, culvert maintenance and upkeep of Village buildings, grounds, equipment, snow and ice removal.
- Perform other related municipal duties as designated by the Foreman.

ESSENTIAL QUALIFICATIONS:

- Must have minimum grade 12 graduate or equivalent.
- Must possess current, valid NB Class 5E Drivers License or better, with a clean driving abstract
- Must possess the ability to work safely and harmoniously with fellow employees and public.
- Must possess ability to follow oral and/or written instructions and provide accurate and legible records and reports as required. Substantial planning may be required.
- Must possess initiative, good judgment and the ability to make decisions.
- Certification Level 1 in water distribution, wastewater treatment and collection systems an asset.
- Knowledge of the Occupational Safety Act and Regulations of the Province of New Brunswick an asset.
- Knowledge of water supply systems and related equipment an asset.
- Demonstrate sober dependability, good physical/health condition and good attendance record.

GENERAL REQUIREMENTS:

- Must become and remain a member of the union within thirty (30) calendar days of employment.
- Must be able to work both inside and outside; exposed to weather, fumes, odors and all forms of wastewater and toxic conditions; definite risk of bodily injury.
- Must be fully aware of the health and safety hazards generally encountered in wastewater systems.
- Must receive a series of protective inoculations including, but not limited to: Hepatitis A & B. Proof of immunization or tests may also be required.
- Must be able to work overtime and share task as required, often in inclement weather.
- Must be able to pass required courses when offered by the Village, for operation of sewerage and water systems or other training required to operate Village of Blacks Harbour facilities.
- Must have computer skills or willingness to learn.
- Knowledge of safety regulations and the ability to recognize unsafe work conditions.
- Must adhere to any/all municipal policies and code of practices.

THE ABOVE JOB DESCRIPTION REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE JOB IDENTIFIED AND SHALL NOT BE CONSTRUED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS THAT MAY BE INHERENT IN SUCH CLASSIFICATION.

“I, _____, hereby acknowledge receipt of a copy of the Job Description for the position of Labourer.”

Labourer

Gerry Welles, Public Works Foreman

Signed and dated: _____