

Town of Port McNeill

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reception@portmcneill.ca

Town of Port McNeill

Public Works - PW 3

Applications for the position of Public Works - PW 3 are now being accepted.

All interested applicants should send their resume and cover letter to reception@portmcneill.ca

Closing date is Wednesday, December 17, 2025 at 3:00 p.m.

Salary: \$36.60 per hour per the Collective Agreement between the Town of Port McNeill and CUPE 401

POSITION SUMMARY

Reporting to the Public Works Foreman, this position is responsible for the skilled operation and operator servicing of equipment listed in paragraph 2. In addition, this position will be required to operate with a reasonable degree of proficiency all equipment listed in paragraph 3. This position is also required to perform all or any of the responsibilities of a Labourer from time to time.

WORK SCHEDULE

The employee will ordinarily work Monday to Friday of each week.

The workday will ordinarily be from 7:45 a.m. – 4:30 p.m. with a 45 minute lunch break.

The employee may be required to work weekends.

The employee may be required to work before 7:45 a.m. and after 4:30 p.m.

DUTIES AND RESPONSIBILITIES

1. Performs all of the duties and responsibilities of a Labourer.
2. Skilled operation of the following vehicles and equipment:
 - a. Dump trucks of up to 6 cu. M. capacity with or without air brakes
 - b. Flusher/vacuum truck
 - c. Farm tractor and accessories'
 - d. Utility trucks up to 1 ton size
 - e. Sand/salt spreaders
 - f. Front and underbody snowplows
 - g. Rubber-tired loaders and loader/backhoes
 - h. Brine truck
3. Semi-skilled operation of the following vehicles and equipment:
 - a. Grass cutting vehicles and equipment

- b. Compressors
- c. Generators
- d. Gas and/or electric pumps
- e. Jack hammers (air or electric)
- f. Compactors (plate, wheeled or hand)
- g. Street sweepers
- h. Other related similar vehicles and equipment

4. Operator servicing of vehicles and equipment by:

- a. Lubrication
- b. Refueling
- c. Washing and cleaning
- d. Assisting mechanic as required
- e. Maintain vehicle logs and records

5. Assist in the installation, maintenance and repairs of water, drainage and sewer lines, manholes, hydrants, catch basins, etc.

6. Other duties may be assigned.

Note

The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work. The incumbent will routinely encounter information associated with the privacy of individuals or that is sensitive in nature; accordingly, confidentiality must be maintained at all times.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND ABILITIES

1. Hold a valid Class 5 BC Drivers License with air endorsement.
2. EOCP certified in wastewater treatment or water distribution levels 1 and 2
3. Completion of grade 12 education.
4. Must hold all necessary licenses and certificates to operate equipment.
5. Must be physically capable of carrying out assigned duties in all weather conditions.
6. Must be able to communicate effectively in both oral and written form, in English, with other employees, supervisors and the general public.
7. Must be able to carry out assigned duties with a minimum of direction and/or supervision.
8. Must be able to work safely in accordance with WorkSafe regulations and Municipal Policy.
9. Must be willing to take courses and training in all aspects of public works duties. (Wastewater treatment, water distribution, etc.)
10. Must be willing to work extra hours in case of emergency situations and be willing to work weekends on a rotating standby basis.

DESIRED SKILLS AND EXPERIENCE

1. Experience as an equipment operator, operating similar equipment in a similar position.

2. Graduation from a recognized Heavy Equipment Operators Training Course.
3. Public Works experience with a local government.
4. Mechanical experience.
5. Basic carpentry.
6. Working knowledge of Harbour maintenance.
7. Pool Operators Course (mechanical operations.)