

## **Public Works Chief Operator**

### **Position Overview**

The Public Works Chief Operator's purpose is to contribute to a team of operators and labourers in the safe and effective operation of the Town's Utilities, transportation systems, parks, trails and properties. The Chief Operator reports daily to the Foreman or the Superintendent.

This position includes physically demanding activity in extreme weather conditions.

### **Chief Operator Duties**

1. Operate and maintain the water and wastewater systems owned by the Town.
2. Operate and maintain the Town storm water systems including open ditch maintenance.
3. Inspect water and sewer services, connections and meters.
4. Obtain quarterly meter readings.
5. Obtain daily, weekly and quarterly water samples in accordance with the Westville Water Utility Monitoring Plan and NSE compliance.
6. Provide direction and guidance to Public Works Operators and Labourers when working as a team.
7. Ensure that Nova Scotia OHS safety standards and Town safety policies are adhered to.
8. Take part in the Public Works Department on-call rotation. (As required)
9. Maintain and install sidewalks, curbs and gutters, and perform concrete work.
10. Maintain roadways, crosswalks, ditches, and regulatory and street signage.
11. Respond to after- hours work including Winter Maintenance and Water System

Emergencies.

12. Operate all Town equipment used in the Public Works Department.
13. Perform equipment repair work as abilities permit.
14. Investigate and identify problems with Town Utilities and Infrastructure.
15. Keep records and logs as required for compliance with regulatory bodies, including but not limited to DOE.
16. Monitor and trend SCADA system.
17. Other duties as required.

### **Qualifications**

1. High School Diploma or Equivalent.
2. A valid Nova Scotia Class III driver's license with air brake endorsement.
3. Must possess or work toward obtaining the Nova Scotia Environment Level II in Water Distribution and Level II Wastewater Collection.
4. Required OHS training courses include Confined Space, First Aid, Traffic Control and Signing, and Safe Excavation. These courses are supplied by the Town as certificates expire.
5. Take part in water/wastewater training courses to develop system technical knowledge and maintain CEUs.
6. Experience with heavy equipment relating to road construction or water and sewer construction. Backhoe operation experience is preferred.
7. Experience in winter control maintenance. (Snow plowing, sanding / salting)