



**Operations Department  
Water & Sewer, Collection and Distribution  
Maintenance Operator Electrical/Mechanical**

**Position Summary:**

The incumbent will be responsible for planned and unplanned maintenance, troubleshooting and/or repair of electrical and electronic equipment at the City's pumping stations, Operations and Parks & Recreation facilities.

**Qualifications:**

Must possess a license as an Industrial Electrician or Construction and Maintenance Electrician having a minimum of two (2) years experience as an electrician;

Ministry of the Environment Class One (1) in Wastewater Collection (WWC) AND Class One (1) in Water Distribution (WD) would be an asset.

**Hours of work:**

2080 hours annually (40 hours a week) including weekends and holidays with occasional overtime

**Salary and Benefits:**

- \$37.23 per hour.
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension, including 100-per-cent employer matching.
- Professional development and skill-based training opportunities.
- Employee and Family Assistance Plan.

Applicants are invited to submit in confidence a detailed cover letter and resume by 11:59 a.m. on June 13, 2025.

Arin Crinnion - Human Resources Coordinator  
City of Pembroke  
1 Pembroke St. East, Pembroke, ON K8A 3J5  
Email: [HR@pembroke.ca](mailto:HR@pembroke.ca)

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

City of Pembroke  
Operations Department

TITLE:	<b>Maintenance Operator Electrical/Mechanical</b>
DEPARTMENT:	<b>Operations</b>
REPORTS TO:	<b>Supervisor of Water Distribution &amp; Wastewater Collection</b>

**Position Summary:**

The City of Pembroke is hiring for a Maintenance Operator (Electrical/Mechanical) at the Operations Department in the Water Distribution and Wastewater Collection section. The incumbent will be responsible for planned and unplanned maintenance, troubleshooting and/or repair of electrical and electronic equipment at the City's pumping stations, Operations and Parks & Recreation facilities.

**Education/Qualifications/Experience:**

- Must possess a license as an Industrial Electrician or Construction and Maintenance Electrician having a minimum of two (2) years experience as an electrician;
- Ministry of the Environment Class One (1) in Wastewater Collection (WWC) AND Class One (1) in Water Distribution (WD) would be an asset.

**Skills and Abilities:**

- Must possess a good general knowledge of electrical and mechanical equipment.
- Knowledge in the maintenance, troubleshooting and repair of low, medium and high voltage electrical equipment and the installation, construction and commissioning of low, medium and high voltage electrical systems.
- A working knowledge of SCADA monitoring systems and controls would be an asset.

**General Scope of Duties:**

- Conduct unplanned and planned repairs on electrical and electronic equipment in the water distribution and wastewater collection department and City facilities, including but not limited to electrical power supply, generators, motors, associated motor starter and control equipment, lighting systems, instrumentation and control equipment, power control and lighting panels.
- To install and maintain the electrical and mechanical equipment at City facilities as coordinated with the Supervisor of Water Distribution and Wastewater Collection through a preventive maintenance program and provide corrective maintenance as necessary.
- To operate, calibrate and adjust equipment as required; in accordance with all relevant legislation, regulations, policies and procedures;
- To thoroughly and accurately initiate, prepare, complete and document/log all duties as assigned and other maintenance duties as assigned.

**Decision Making and Judgement:**

- Possess strong diagnostic, problem solving, computer, administrative and record keeping skills.

**Accountability:**

- Be capable of carrying out assigned duties with a minimum of supervision and with a high sense of responsibility.
- Ability to accurately complete various logs, documents, inspection forms and other information using software programs to ensure documentation for compliance.

**Leadership/Supervision:**

- This position has no supervisory responsibilities.

**Interpersonal Skills and Contacts:****Internal**

- Senior and support staff of other departments

**External**

- General public
- Government ministries and regulatory officials/agencies
- Other municipalities

**Working Conditions:**

- Outdoor/Field/Office Environment
- Driving
- Walking
- Overtime work may be required.
- Travel as required for training.
- Hold a valid Ontario Driver's G License.

**Physical Skill and Effort:**

- Able to lift up to 50lbs ie: supplies/equipment
- Walking on uneven surfaces
- Stooping, kneeling, crouching
- Use of Ladders
- Manual Labour

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

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The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

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Hours of Work: 40 hours/week - Monday to Friday with occasional overtime.