



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

Position Summary:

The City of Pembroke is hiring a Maintenance Operator (Electrical/Mechanical) at the Operations Department in the Water Distribution and Wastewater Collection section. The incumbent will be responsible for installing and maintaining the electrical and mechanical equipment of City facilities through preventive maintenance program and provide corrective maintenance as necessary.

Qualifications:

- Must have a minimum of Grade 12.
- Must possess a license as an Industrial Electrician and 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.

This position requires a candidate who is responsible, detail oriented and has the ability to work with minimal supervision. The successful candidate will have computer knowledge, strong record keeping skills and problem-solving abilities.

Hours of work:

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

Salary

- \$36.05 per hour (2024 probationary rate).
- 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 12pm on **April 12, 2024**.

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: humanresources@pembroke.ca
Fax: 613-735-3660

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

Accommodation for applicants with disabilities is available upon request.

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:	Maintenance Operator Electrical Mechanical
DEPARTMENT:	Operations
REPORTS TO:	Supervisor of Water Distribution & Wastewater Collection

Position Summary:

The City of Pembroke is hiring a Maintenance Operator (Electrical/Mechanical) at the Operations Department in the Water Distribution and Wastewater Collection section. The incumbent will be responsible for installing and maintaining the electrical and mechanical equipment of City facilities through preventive maintenance program and provide corrective maintenance as necessary.

Education/Qualifications/Experience:

- Must have a minimum of Grade 12.
- Must possess a license as an Industrial Electrician and 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.
- A working knowledge of SCADA monitoring systems and controls would be an asset.

General Scope of Duties:

- 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 efficiently complete 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.



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.

