



Operations (Water Distribution and Waste Water Collection)

Maintenance Operator (Electrical/Mechanical)

Job Summary:

The City of Pembroke is hiring for a Maintenance Operator (Electrical/Mechanical) in the Water Distribution and Waste Water Collection department. 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:

1. Must have minimum of Grade 12;
2. Must possess a license as an Industrial Electrician having a minimum of two (2) years' experience as an electrician;
3. Ministry of the Environment Class One (1) in Wastewater Collection (WWC) and Class One (1) in Water Distribution (WD) would be an asset;
4. Must possess a good general knowledge of electrical and mechanical equipment.
5. Possess a working knowledge of SCADA monitoring systems and controls.

Hours of Work: Monday-Friday, 8 hours per day with occasional overtime

Salary: \$32.40 per hour (probationary rate 2022)

Applicants are invited to submit in confidence a detailed resume by November 15, 2022 at 4pm to:

Mrs. Arin Crinnion
Human Resources Coordinator
City of Pembroke
1 Pembroke St. E.
Pembroke ON K8A 3J5
Fax: 735-3660
Email: [Human Resources Department](#)

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information is collected pursuant to the Municipal Act, R.S.O. 2001, Chapter c.25 and will only be used to determine the qualifications for employment.

City of Pembroke

Job Description

Title: Maintenance Operator (Electrical/Mechanical)

Department: Operations

Section: Water Distribution and Waste Water Collection

Reports to: Supervisor of Water Distribution and Waste Water Collection

General:

1. Possess and maintain an Ontario's Driver's License in agreement with the Collective Agreement;
2. Observe all Health & Safety Regulations;
3. Practice good public relations at all times;
4. Be physically fit, alert and capable of following instructions with supervision; and
5. Have good communication skills.

Education & Experience:

6. Must have a minimum of Grade 12;
7. Must possess a license as an Industrial Electrician having a minimum of two (2) years' experience as an electrician;
8. Ministry of the Environment Class One (1) in Wastewater Collection (WWC) and Class One (1) in Water Distribution (WD) would be an asset;
9. Must possess a good general knowledge of electrical and mechanical equipment.
10. Possess a working knowledge of SCADA monitoring systems and controls.

Knowledge, Skills, Abilities and Judgement:

1. Be capable of carrying out assigned duties with a minimum of supervision and with a high sense of responsibility; and
2. Possess strong diagnostic, problem solving, computer, administrative and record keeping skills.

Duties:

1. To install and maintain the electrical and mechanical equipment of City facilities as coordinated with the Supervisor of Water Distribution and Waste Water Collection through a preventive maintenance program and provide corrective maintenance as necessary;
2. To operate, calibrate and adjust equipment as required; in accordance with all relevant legislation, regulations, policies and procedures;
3. To complete reports as required;
4. To assist other staff with required;
5. To efficiently complete duties as assigned and other maintenance duties as assigned
6. Carry out other related duties as assigned.