



Town of Oxford

Regular Full-Time Employee

General Labourer 2 (Transfer Station Attendant) (3 days/week)
Public Works Operator/Labourer 2 (2 days/week)

General Labourer 2 (Transfer Station Attendant)

Job Description:

1. Responsible for personal safety as well as the safety of the public, while on municipally owned property.
2. Responsible for maintaining a thorough understanding of the Town's Health and Safety Program and Policy as well as any pertinent Provincial Legislation or Regulations.
3. Responsible for all aspects of solid waste services provided at the town owned transfer station.
4. Responsible for giving assistance and direction to the public, as required, while they are utilizing the site.
5. Responsible for ensuring the proper separation of recyclables, compost, garbage, and brush.
6. Respond to enquiries from the public relevant to the subject areas referred to above.
7. Controls traffic entering and exiting the site and directs visitors to the appropriate areas.
8. Ensure site premises, including Public Drop-Off Area, are adequately maintained and free of hazards, debris and prohibited material.
9. Maintains safety and cleanliness of facility and site to ensure optimum efficiency.
10. Assist other related areas, and performs other related tasks as directed.

Qualifications:

- Grade 12 or equivalent
- Specific training or certificates related to solid waste would be considered an asset.
- Candidate will be working alone and must be comfortable doing so.
- A valid First Aid Certificate is a requirement for this position.
- Valid Class 5 Nova Scotia Driver's License with clear Driver's abstract.

Abilities:

- Able to work efficiently with minimal supervision and work well both independently and as part of a team.
- Good organization skills
- Able to communicate effectively and courteously with both the public and co-workers.
- Able to lift items weighing up to 25kg.
- Able and willing to partake in and retain relevant, site-specific training such as (but not limited to) WHMIS and First Aid, and all relevant safety courses.
- Provides excellent customer service and professionalism.
- Able to understand and apply written and oral instructions.

Public Works Operator/Labourer 2

Job Description:

- To undertake repair, maintenance and operation activities related to the Town's water distribution system, wastewater collection and treatment systems.
- Performs operation and maintenance work as required including changing chlorine cylinders and maintenance of pumps, motors, and valves.
- Performs water quality tests.
- Performs repairs to sewer and watermain breaks by entering excavations, locating the main and undertaking the necessary repairs.
- Performs locates for water and sewer infrastructure.
- Performs water and sewer service installations including pumping and snow removal.
- Regularly operates all water distribution valves and inspects sewer manholes to ensure proper operation of utility system.

- Participates in the development of Preventative Maintenance Standards and undertakes record keeping as required.
- Regularly inspects sewage pumping stations, including pumps, motors, valves, and standby power to ensure that they are functioning properly.
- Maintains sewage pumping stations in a good, clean condition, including any painting required.
- Undertakes water meter maintenance and repair.
- Responds to emergency situations after normal working hours.
- Operating the backhoe for snow removal around fire hydrants (when trained to do so).
- Undertaking watermain flushing activities on and as required basis.
- Assists in snow removal activities.
- Performs other related duties as assigned by Lead Hand and Public Works Supervisor.

Qualifications:

- Grade 12 or equivalent
- Specific training or certificates related to Heavy Equipment and Traffic Signage would be considered an asset.
- A valid First Aid Certificate is a requirement for this position.
- Valid Class 5 Nova Scotia Driver's License with clear Driver's abstract.

Abilities:

- Certified or capable of being certified in the areas of Water Distribution, Sewage Treatment and Collection.
- Capable of working in confined spaces, under both normal and emergency conditions involving trenches, manholes... etc.
- Capable of working with potentially hazardous gases, such as chlorine.
- Must have a mechanical ability for repair and maintenance of water and sewer infrastructure
- Able to work efficiently with minimal supervision and work well both independently and as part of a team.
- Able to communicate effectively and courteously with both the public and co-workers.
- Able to lift items weighing up to 25kg.

- Provides excellent customer service and professionalism.
- Able to understand and apply written and oral instructions.