



Town of Millet

Employment Opportunity

Full Time Utility /Public Works Operator Level 2

We have an exciting opportunity for employment with the Town of Millet as a Utility Operator level 2/Public Works Operator.

The Town of Millet is 50km south of Edmonton, just south of Leduc on highway 2A, with a population of around 2000 residents. Millet is known for many things such as excellent small-town pub and restaurants, the award-winning Community Bloom program as well as its many well-known sporting events. As you drive into town, you can feel the friendliness and the pride this town is known for.

We are currently seeking a motivated and reliable individual to head up the utilities department as well as participate in the operation of the public works department. The town does not treat drinking water but is on the Capitol Region Southwest Water Services Commission, which supplies it. The successful candidate will show competence in operating and maintaining the water distribution system and managing and treating wastewater for the municipality, including the annual release of the lagoon system. The individual best suited for this position has good skills in planning, organizing and troubleshooting, also who can work independently as well as part of a team.

Duties will include:

- Ensure that the code of practice for water and wastewater is followed.
- Must have knowledge and experience of maintenance of water and wastewater systems.
- Assist in overseeing, operating and maintaining the water and wastewater facilities.
- Flush, maintain, and winterize all fire hydrants.
- Ensure all tests are performed according to policy and government regulations.
- Maintain a comprehensive set of records and abide by all reporting standards.
- Perform daily readings and tests for water and wastewater operations.
- Assist with the operation, reporting, and maintenance of the lagoons and lift stations.
- Perform compliance checks for the Alberta Environment License, including weekly bacteriological samples.
- Assist with replacement, installation, maintenance and operation of water metering and the automatic meter reading systems for all town meters.
- Assist with the location, operation and servicing of water valves.
- Conduct the utility set-up and break down of seasonal areas including the RV park.



Additional Responsibilities:

- Maintain certification and identify educational training opportunities in coordination with the Director of Operations.
- Participate in all public works department duties, including snow removal, road maintenance and other general maintenance.
- Act as an ambassador for the Town of Millet in all dealings with the public and coworkers.
- Maintain confidentiality, sound direction and integrity on municipal issues.

Working Conditions:

- Requires the ability to work safely when operating equipment.
- Requires excellent public relations skills and sensitivity to the needs of the public.
- Requires the availability for on-call after-hours duties (on rotation)
- Requires the ability to work alone.
- The ability to deal effectively with challenging customers.

Qualifications and Educational Requirements:

- **MUST HAVE** current certification in Water Distribution level 2, Wastewater Collection level 2, and Wastewater treatment level 1.
- Completion of Grade 12 or Equivalent.
- Ability to work in a team environment. This is especially important since we are a small town, and all public services fall under one department.
- A valid class 5 license, class 3 would be an asset.
- First Aid Training would be an asset.
- Operate a variety of equipment including backhoe, grader, loader and skid steer.

The Town of Millet offers competitive compensation and career advancement opportunities. For more information, contact Rob Pelletier, Director of Operations @ 780-916-6586.

Interested candidates may submit their resume by email to Rob Pelletier at recreation@millet.ca



The Town of Millet would like to thank all interested candidates, however, only those shortlisted for an interview will be contacted.

The competition will remain open until a suitable candidate is found.