



Operations Operator Permanent Full Time Employment Opportunity

The Organization

The Town of Penhold provides quality of life for those who live, work and play in Penhold. We believe that each employee contributes directly to the Municipality's growth and success. Employees are dedicated to the following corporate values: vibrant, thriving, welcoming community working together, supporting growth in creating a safe and healthy environment.

If that type of work appeals to you, consider joining our team. The pay is competitive, and we offer a comprehensive benefit plan and services to our employees.

Join our Team

The Town of Penhold is seeking an individual for a permanent full-time position in the Operations Department. Reporting to the Operations Supervisor, the successful candidate will work successfully within a team environment and be responsible for duties relating to the safe, efficient operation and maintenance of all town owned Utilities, Facilities, Roads, Vehicles, and Equipment.

The Operations Operator will deal with the daily operation of the Town's infrastructure which includes a Level I Water Treatment system, a Level II Water Distribution system, a Level II Wastewater Collection System, and including the contracted operation of the South Red Deer Regional Wastewater System. This position is based on a 40-hour work week; Monday to Friday 8:00a.m.- 4:30p.m. with an afterhours on call rotation. Evening and weekend emergency overtime hours will also be required.

Required qualifications:

- High school diploma or GED.
- Alberta Environment Water & Wastewater Certification.
- Class 5 driver's license required (Class 3 would be considered an asset).
- Air brake "Q" endorsement.
- First Aid/ CPR training.
- Experience in the operation of heavy equipment, including backhoe, loader, grader, and skid steer.
- Ability to interact with the public in a courteous and professional manner.
- Competent mechanical and general carpentry skills.
- Physical fitness/ good health is mandatory as this position can be physically demanding.
- Clean Drivers Abstract and Criminal Record check.

Key Focuses:

- Water & Wastewater Operation
- Equipment Operation
- Maintenance of streets, roads, and sidewalks

Job Duties:

- Operation of equipment and tools: as well as cleaning, repair, and maintenance.
- Labour is involved in construction and maintenance of streets, roads, and sidewalks.
- General maintenance duties include, but are not limited to, rough carpentry, welding, and painting.
- Snow removal, street sanding and cleaning.
- Sign maintenance.
- Garbage removal as necessary.
- Water meter installation, repair and reading.
- Grass cutting, weed trimming, tree pruning, general parks clean up, general landscaping, including flowerbeds.
- Flooding, cleaning, and maintenance of outdoor skating rinks.
- Maintenance and preparation of ball diamonds.
- Operation and maintenance of Town Water and Sewer Facilities and Infrastructure as well as contracted operation of South Red Deer Regional Wastewater System.
- Maintenance, as required, for the RV Park and Sani dump station.
- Assist in assuring proper drainage and controlling flood situations.
- Continuing education as required.
- Adhere to all safety procedures.
- On call duties as required.
- Other duties as required.

This position will require you to participate in an afterhours on call rotation, evening and weekend emergency overtime hours will also be required.

The Town of Penhold offers a pension and benefit plan, once the probationary period has been successfully completed. The starting wage for this position is \$30.17/hr.

Send a cover letter with a resume by email:

Attention: Karen Sawicki, Human Resources Manager
Email: ksawicki@townofpenhold.ca

The closing date for this position is March 28th, 2025, or until a suitable candidate is found.

Only those candidates selected for an interview will be contacted.