



## Employment Opportunity Utility & Public Works Operator Permanent Full-Time

**Expires: May 22, 2026**

**Start Date: June 15, 2026, or earlier by mutual agreement**

The Town of Rosthern invites applications from qualified people for the position of permanent full-time Utility & Public Works Operator. Reporting to the Public Works Lead Hand, the Utility & Public Works Operator will be responsible for completing duties associated with the operation of the water and sewer systems, road networks, and other municipal operations in the Town. Rotational on-call shifts are required. For a detailed job description visit: [www.rosthern.com/p/employment](http://www.rosthern.com/p/employment)

### REQUIRED EXPERIENCE & QUALIFICATIONS

- Minimum Grade 12
- Valid Saskatchewan Class 5 Drivers Licence
- Water Treatment and Water Distribution Certification 2
- Wastewater Collection and Wastewater Treatment Certification 2
- Experience with operation and maintenance of equipment
- Knowledge of basic care and maintenance of vehicles and equipment would be an asset
- Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner
- Standard First Aid, CPR, AED, and WHMIS training
- Demonstrated proficiency in English, both written and verbal
- Punctual, energetic and self-motivated individual
- Able to work unsupervised
- Knowledge of the municipality would be considered an asset
- Criminal record check is required

The Town of Rosthern is an equal opportunity employer, offering excellent benefits and a competitive pay rate! The successful candidate is expected to reside in or within 15 minutes of the community for on-call duties.

Qualified applicants should submit their resume detailing qualifications, experience, and education, along with 3 references to:

Cortney Larsen, Chief Administrative Officer  
Town of Rosthern  
PO Box 416  
Rosthern, SK S0K 3R0  
Phone: 306 232 4826  
Email: [cao@rosthern.com](mailto:cao@rosthern.com)

We thank all applicants, but only those chosen for an interview will be contacted.



## JOB DESCRIPTION

**POSITION TITLE:** UTILITY & PUBLIC WORKS OPERATOR

**REPORTS TO:** Public Works Lead Hand

**REPORTS:** None

**Date APPROVED:** December 2021

**Date REVISED:** January 2026

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### **PRIMARY DUTIES:**

- 1) Performs water treatment plant tasks including but not limited to:
  - a) monitoring, sampling, testing, and recording;
  - b) equipment, valve and pump inspections and regular maintenance;
  - c) filter backwashing;
  - d) water reservoir cleaning.
- 2) Performs inspections and maintenance of the distribution system including but not limited to:
  - a) hydrant flushing;
  - b) valve maintenance
  - c) water fill station maintenance; and
  - d) scheduled or emergency repairs.
- 3) Performs inspections of the water wells and assists with well maintenance and repair.
- 4) Assists with the reading of water meters and changing or installation of water meters as assigned.
- 5) Performs inspections and maintenance of the lagoon and all sewage pumping stations and assists with any necessary repairs.
- 6) Operates heavy equipment including but not limited to dump or tandem truck, backhoe, grader, and street sweeper in a careful and efficient manner.
- 7) Performs general labour, maintenance and repair activities on all roads, walkways, sidewalks, ditches or other areas as assigned including but not limited to:
  - a) painting of curbs and street crosswalks;
  - b) repair and maintenance of Town property such as signs, buildings, cemetery and other infrastructure as required;
  - c) boulevard landscaping and street maintenance;
  - d) construction and maintenance of curbs and sidewalks;
  - e) garbage collection and general cleanups as required.
- 8) Performs cleanup of shop buildings, yard and equipment as required.
- 9) Maintains daily vehicle and equipment inspection and usage records.
- 10) Performs general and routine maintenance and repair activities on vehicles and equipment.
- 11) Assists with the set-up and clean-up of special functions.
- 12) Promotes and requires safe working practices and conducts on-site safety inspections.
- 13) Maintains effective, professional, courteous, and respectful communications with supervisors, other staff, and the general public.

- 14) Attends and participates in scheduled meetings (departmental or other) and all safety training, orientations, and ongoing training.
- 15) Ensure all standards of Occupational Safety and Health are followed.
- 16) Ensures compliance with and perform all duties in accordance with Provincial Legislation and related Regulations as well as municipal policies, procedures and guidelines; established operational work plans; and directives provided by supervisor or designate.
- 17) Ensures proper working condition of equipment and buildings and makes recommendations to the Foreman with reference to such work.
- 18) Provide recommendations to the Public Works Lead Hand with reference to planned and scheduled maintenance, repair, renovation and construction projects.
- 19) Performs other duties as may be assigned including those related to parks and recreation.

## **SPECIFICATIONS:**

### **Experience & Qualifications**

- Grade 12 or equivalent.
- Must maintain a valid Saskatchewan Class 5 Drivers License.
- Water Treatment Certification 2.
- Water Distribution Certification 2.
- Wastewater Collection Certification 2.
- Wastewater Treatment Certification 2.
- Knowledge of water related maintenance and basic care of water treatment plant lift stations, lagoon, and distributions system.
- Experience with operation and maintenance of equipment.
- Knowledge of basic care and maintenance of vehicles and equipment would be an asset.
- Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.
- Standard First Aid, CPR, AED, and WHMIS training.
- Demonstrated proficiency in English, both written and verbal.
- Punctual, energetic & self-motivated individual.
- Able to work unsupervised.
- Knowledge of the municipality would be considered an asset.
- Criminal records check is required.

### **Accountability/Responsibility**

Under the general direction of the Public Works Lead Hand, incumbents will be expected to perform their duties to a high standard and in accordance with all policies and procedures of the Town.

### **UNIQUE POSITION REQUIREMENTS**

- 1) The position may involve working evenings and weekend shifts.
- 2) Rotational on-call shifts over weekends and stat holidays is required.
- 3) Emergency response as directed.
- 4) Ability to work independently and reliably.
- 5) Ability to work outdoors in varied weather conditions.

- 6) Ability to perform strenuous physical activities such as extensive walking, carrying, climbing and lifting objects in all season weather conditions.
- 7) Medical confirmation of ability to perform strenuous work in extreme outdoor weather conditions. These activities include heavy lifting, walking and carrying.
- 8) Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisors, other staff, and the general public; as well as support and project values compatible with the organization.
- 9) Required to comply with Occupational Health and Safety risk minimization.

**EQUIPMENT OPERATED OR USED:**

- 1) Grader, backhoe, tool cat, street sweeper, 3-ton truck.
  - 2) Half ton trucks.
  - 3) Small engines, pumps and a variety of tools such as hammer drills, gas grass whippers, small chainsaws, saws, packers, pressure washers.
  - 4) Cleaning equipment such as brooms, mops, scrubbers.
  - 5) Calibration equipment.
  - 6) Fall arrest, SCBA and other safety equipment.
  - 7) Two-way radios.
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Incumbent

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Chief Administrative Officer

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Date