



Picture Butte

Picture Perfect!

EMPLOYMENT OPPORTUNITY

The Town of Picture Butte is currently hiring for a Full-time position of
Public Works II – Utilities Assistant

POSITION TITLE: Public Works II – Utilities Assistant
REPORTS TO: Foreman/Lead Hand
SUBORDINATE POSITIONS: None

POSITION SUMMARY:

The **Public Works II - Utilities Assistant** is an individual who has completed the Class 1 Water Distribution and Class 1 Wastewater Collection and Treatment Operators Certificates. While performing water distribution or water treatment duties this person will report to the Water and Wastewater Operator. While performing public works duties this person will report to the Foreman/Lead Hand. Priority of supervision is first the Water and Wastewater Operator or Lead, and then to the Public Works Foreman/Lead Hand.

MINIMUM QUALIFICATIONS:

Class I Water Distribution Operators Certificate
Class I Wastewater Treatment and Collection Operators Certificate
Standard First Aid/CPR certificate or willingness to obtain
WHMIS/TDG certification or willingness to obtain

REQUIRED SKILLS, ABILITIES & RESPONSIBILITIES:

- Ability to assist the Water and Wastewater Operator or Lead in the fulfillment of their duties pertaining to the operations, maintenance, repair and construction of the water distribution system and, wastewater system.
- Considerable knowledge of municipal operation and maintenance practice and procedures.
- Ability to establish and maintain effective working relationships with other employees, representative of other agencies and the public.
- Proficient operation and coordination of all Town's equipment and vehicles, including but not limited to the following: tele-handler, single axle dump truck, bobcat and its attachments, snow plow and street sander.
- Ability to respond to various tasks as requested or required.
- Understanding of the Occupational Health and Safety Act, Regulation and Code. Ability to follow safe work practices, as outlined by the municipality, Workers Compensation Board, and other governing bodies.
- Must reside within twenty (20) minutes of Picture Butte, to respond on all-weather roads.

COMPENSATION:

Job Rate 29.39 plus Health Benefits, Pension Plan and Continuing education opportunities

PLEASE SEND APPLICATIONS TO THE DIRECTOR OF CORPORATE SERVICES VIA EMAIL IN **PDF FORMAT** TO michelle@picturebutte.ca OR IN PERSON AT THE TOWN OFFICE BEFORE **August 29, 2025 AT 3:00 PM.**

PLEASE INCLUDE A COVER LETTER, RESUME and COPY OF QUALIFICATIONS.

Thank-you for your interest, however only selected candidates will be contacted for interviews and the position will remain posted until a suitable candidate is found.