



## TOWN OF LAKE COWICHAN

### Public Works Category 1 Position

The Town of Lake Cowichan has a permanent opening for a position in the Public Works Department as a result of a retirement.

#### **POSITION**

The Category 1 employee is expected to have sound knowledge of methods, tools, and equipment applicable to municipal areas of construction and maintenance work. The individual is expected to undertake outdoor manual work and to also provide general office support services.

#### **REQUIREMENTS**

Applicants must:

1. Be physically fit;
2. Be capable of performing manual outdoor work in all weather conditions;
3. Have knowledge of the requirements dealing with the maintenance and construction of roads, sewers, waterworks, and grounds maintenance;
4. Be experienced with traffic control, snow removal, flood control and emergency response procedures and be expected to assist in those areas;
5. Responsible for creating and assigning service requests for action, receiving, processing, and coding of invoices and payroll;
6. Be responsible for preparing a variety of records, reports and maintaining files, logs, and plans;
7. Have the ability to handle complex enquiries and contentious complaints effectively and courteously;
8. Be able to organize and execute work plans that must include any duty assigned to the position; and
9. Have a valid BC Class 5 driver's license with a current Driver's Abstract.

#### **ASSETS**

Previous experience in a similar position and EOCP certifications in one or more of wastewater treatment, water distribution and water treatment utility systems would be helpful.

This is a United Steelworkers' bargaining unit position and offers a wage of \$32,320 plus benefits package as covered under the Collective Agreement.

Qualified applicants are to submit written applications with resumes marked **CONFIDENTIAL – CATEGORY 1 POSITION** by no later than 4:30 pm, July 15<sup>th</sup>, 2022, to:

Jas Sandhu  
Superintendent, Public Works & Engineering Services  
Town of Lake Cowichan  
PO Box 860, 39 South Shore Road  
Lake Cowichan, BC V0R 2G0

*\*\* Only short-listed applicants will be contacted. \*\**