

FINDING WORK



Municipal District of Wainwright No.61

The M.D. of Wainwright No. 61 is located in East Central Alberta, and consists of a number of strong vibrant communities. Situated in the heart of the agriculture and oil and gas industries, as well as being a major partner with a large military base, the Municipal District of Wainwright has plenty to offer and is a thriving part of rural Alberta. We are located less than two hours from Edmonton along the Saskatchewan border, and include the towns of Wainwright, Chauvin, Edgerton and Irma.

The MD of Wainwright No. 61 also features the Canadian Forces Base/Area Support Unit Wainwright located minutes from the Town of Wainwright, as well as year-round recreational opportunities and plenty to see and do.

The Wainwright area provides a strong local workforce well represented in most major occupational and industrial sectors, including agriculture, the Department of National Defence, the oil and gas extraction industry, retail, construction, professional and technical services and many more.

Our countryside provides for numerous outdoor activities, such as hunting, snowmobiling, cross-country skiing, golfing and much more. Numerous lakes offer opportunities for watersport and fishing.

The M.D. of Wainwright is a great place to live, visit and do business. Enjoy a tour of our website www.mdwainwright.ca for more information.



The Ideal Candidate

The MD of Wainwright fosters a good working environment for its employees which results in a history of long term employees, loyalty and dedication.

The ideal candidate will have the following personal attributes and skills:

- must be hard working and be willing to work flexible and long hours
- good appearance
- good communication skills
- previous municipal experience a definite asset
- good attendance
- Completion of Grade 12 is preferred along with a valid Class 5 Driver's License. **Note:** some positions will require post-secondary qualifications.

The MD of Wainwright employs approximately 37 Full-time Permanent Staff and 45 Full-time Seasonal Staff.



**Government
of Alberta** ■

In addition to administrative staff, the Municipal District employs people in the following positions:

- Lead Hand
- General Equipment Operator
- Heavy Duty Technician
- Welder
- Maintenance Man
- Seasonal General Equipment Operator (packer)
- Seasonal General Labourer – Summer Student
- Road Oiling Foreman
- Oiling Crew – Equipment Operators
- Municipal Weed Inspector (Sprayer)
- Municipal Pest Control Officer (Rat Control)
- Director of Parks & Utilities
- Parks – Clubhouse Staff
- Parks – Golf Course & Grounds Staff
- Division Grader Operator
- Gravel Foreman
- Gravel Truck Operator
- Construction Foreman
- Construction Crew Equipment Operators

General Equipment Operator

The General Equipment Operators are under the supervision of the Director of Public Works. Responsibilities include various jobs within the M.D. of Wainwright, such as culvert installation and maintenance, operating a backhoe, road patching, wood cutting, grass mowing, shop duties and various other duties that they may be asked to complete. These positions have close communication with the Public Works Clerk as well as the Director of Public Works and the Lead Hand.

Heavy Duty Technician

The Heavy Duty Technician is responsible for the repair and maintenance of M.D. equipment, under the direction of the Lead Hand. This position is also responsible for reporting inventory shortages to the Lead Hand. This position has close communication with the Public Works Clerk, as well as the Director of Public Works and the Lead Hand. The Heavy Duty Technician is also required to repair equipment on the construction sites.

Welder

The Welder is responsible for the repair and maintenance of the M.D. Equipment, under the direction of the Lead Hand. He is also responsible for reporting iron inventory shortages to the Lead Hand. This position has close communication with the Public Works Clerk, as well as the Director of Public Works and the Lead Hand. Carries out repairs on M.D. equipment, maintains equipment and a safe work area, and supervises helpers and various duties as directed by supervisors.

Maintenance Man

The Maintenance Man is responsible for the repair of signs and buildings within the M.D. of Wainwright. He is also responsible for reporting any inventory shortages to the Lead Hand. This position has close communication with the Safety and Utilities Manager and the Public Works Clerk, as well as the Director of Public Works and Lead Hand.

General Equipment Operator (Seasonal-Weed Control)

The General Equipment Operator is under the supervision of the Agricultural Fieldman. In addition, the General Equipment Operator will work closely with the Assistant Agricultural Fieldman in the performance of their duties. This position will be responsible for maintaining vehicles, spraying equipment, grass seeding machinery, rental equipment and utility trailer involved in department vegetation management operations, and the maintenance of Municipal right-of-ways.

This person must be able to work effectively on his or her own. Experience with equipment such as 1-tons, 3-tons, tractors, and ATV's is essential. The ability to maintain good public relations with ratepayers is essential. Basic knowledge of computerized spraying equipment would be an asset.

Seasonal General Labourer (Summer Student)

The Seasonal General Labourer is responsible for various jobs within the M.D. of Wainwright, such as road patching, wood cutting, grass mowing and shop duties. This position has close communication with the Public Works Clerk as well as the Director of Public Works and the Lead Hand.

Road Oiling Foreman

The Road Oiling Foreman is responsible for overall oiling of all oil roads within the M.D. of Wainwright No. 61. This position shall report to the Director of Transportation. The Road Oiling Foreman is responsible for supervising, coordinating and organizing the M.D. road oiling projects by M.D. forces and private contractors working in coordination with M.D. crews. This person must be able to work with minimal supervision required. Several years of supervisory experience is required, preferably in the Public Works or Road Construction field. Experience in heavy equipment operation and maintenance is an asset.

Oiling Crew - Equipment Operators

This position is responsible for operating equipment such as packers, graders, and reclaimers. The Oiling Crew, works under the direct supervision of the Oiling Foreman, but reports directly to the Director of Transportation. Must maintain a class 5 driver's license, responsible for day to day maintenance and servicing of equipment, must obey all safety rules as set out in the M.D. Safety Manual and various duties as directed by Supervisors.

Municipal Weed Inspector

The Municipal Weed Inspectors are under the supervision of the Agricultural Fieldman. In addition, the Municipal Weed Inspectors will work closely with the Assistant Agricultural Fieldman in the performance of their duties. This position will act as an inspector under the Provincial Weed Control Act for the control of Noxious and Nuisance weeds on Municipal and private lands. This position will also be responsible for maintaining vehicles, spraying equipment, grass seeding machinery, rental equipment and utility trailer involved in department vegetation management operations, and the maintenance of Municipal right-of-ways.

Municipal Pest Control Officer (Rat Control)

The Municipal Pest Control Officer is under the supervision of the Agricultural Fieldman. In addition, the Municipal Rat Control Officer will work closely with the Agricultural Service Board in the performance of their duties.

This position is specifically responsible for formulating and coordinating the Rat and Rabies Vector Control Program in the Municipality as well as the part of the Rat Control Zone that is in Saskatchewan. Will operate a program to eliminate all rat infestations and skunk rabies in the Municipality as well as the rat control zone that is in Saskatchewan.

Must be duly trained, authorized and in the possession of a valid Form 7 to conduct skunk removal with toxicants and other lethal devices as defined in the Pest and Nuisance Control Regulations and the Pest Control Products Act. (Canada). Maintain all necessary Licenses required for this position. Each premise within the Rat Control Zone will be inspected twice per year.

Director of Parks and Utilities

The Director of Parks and Utilities is under the direction of the Municipal Administrator with close communication with the Director of Safety and Protective Services in respect to overall municipal safety issues. This position is responsible for formulating and directing the work schedule for all Parks and Recreation staff. The position also carries out the duties of the Utilities Operator.

Parks - Clubhouse Staff & Kitchen Staff

The Clubhouse Staff are responsible for the bookings, answering telephones, collection of funds, customer assistance and general cleanliness of the Riverdale Mini Park Clubhouse. They must be able to operate a computer and balance cash register daily.

Kitchen Staff are required to perform cooking duties for restaurant customers and maintain a health regulated cleanliness of the kitchen area.

Parks – Golf Course & Grounds Staff

The Groundskeeper is responsible for implementing a scheduled program that insures day-to-day maintenance of the Campground and Golf Course. The Groundskeeper will report directly to the Director of Parks & Utilities. The Groundskeeper must be able to receive their instruction either verbally or in writing and be able to direct instruction to staff under their charge. A working relationship with all staff is necessary.

Division Grader Operator

The Division Grader Operator is responsible for maintaining all the roads within their division. This position will report directly to the Director of Transportation. They will keep in close communication with the Public Works Clerk and the Lead Hand. Must maintain and service graders and perform various duties as directed by Supervisors.

Gravel Foreman

This position shall report to the Director of Transportation. The Gravel Foreman is responsible for supervising, coordinating and organizing the M.D. graveling program by M.D. forces and private contractors when working with M.D. crews. The Gravel Foreman also supervises and directs the snowplow and sanding trucks for the M.D. of Wainwright No. 61.

Knowledge, ability and skills:

This person must be able to work with minimal supervision required. Several years' supervisory experience is required, preferably in a public works and/or road construction field. Experience in heavy equipment operation and maintenance is an asset. Possession of a Class 1 Driver's License would be a requirement. The position would normally require a high school diploma.

Comprehension and judgment:

The work requires the ability and willingness to cooperate with other staff members and departments. A high degree of independent action and supervision of employees in a team environment is required.

Gravel Truck Operator

The Gravel Truck Operators are responsible for graveling all the roads within the Municipal District of Wainwright No. 61. This position will report directly to the Director of Transportation. They will keep in close communication with the Division Grader Operators, Public Works Clerk and the Lead Hand. Must maintain a class 1 driver's license.

Construction Foreman

The Construction Foreman is responsible for the overall construction of the Municipal Roadways. This position shall report to the Director of Transportation. The Construction Foreman is responsible for supervising, coordinating and organizing the M.D. road construction projects by M.D. forces and private contractors working in coordination with M.D. crews.

Duties and responsibilities include hiring construction crew members, organize and direct construction crew, fencing crew and contractors so results meet required road standards and specifications. Responsible for overseeing borrow pits in accordance with M.D. policy, ensure safe working practices, establish work priorities, track quantities, costs and other info. Responsible for obtaining permits, line locates, utility line moves, easement verifications, road agreements and environmental plans (if necessary) prior to construction.

Knowledge, ability and skills:

This person must be able to work with minimal supervision required. Several years' supervisory experience is required, preferably in a public works and/or road construction field. Experience in heavy equipment operation and maintenance is an asset. The position would normally require a high school diploma with an engineering certificate as an asset.

Comprehension and judgment:

The work requires the ability and willingness to cooperate with other staff members and departments. A high degree of independent action and supervision of employees in a team environment is required.

Construction Crew Equipment Operators

This position is responsible for operating equipment such as crawler tractor, graders, motor scrapers, packers, and tractors with attachments such as cultivators, discs, and rock picking equipment. The Construction Crew works under the direct supervision of the Construction Foreman, but reports directly to the Director of Transportation. Must maintain a class 5 driver's license and TDG for operators of service truck. Responsible for day to day maintenance and servicing of equipment and various duties as directed by Supervisors.

Municipal Administrator

The Municipal Administrator:

- directs the overall operations of the municipality according to Council recommendations, policies, procedures and objectives
- oversees all departments
- ensures all operations remain within the yearly budget

Assistant Municipal Administrator

- Secretarial duties and supervision of administration support staff
- provide assistance and duties assigned by the Municipal Administrator and assume responsibility of the Municipal Administrator in his absence.

Municipal Accountant

- responsible for the municipality's financial service activities in compliance with the Municipal Government Act and municipal policies.
- provides critical advice and guidance to the Municipal Administrator, Department Heads and Council on financial matters.

Development Officer

A senior executive position under the direction of the Municipal Administrator.

- responsible for the M.D.'s planning function
- administering and enforcement of the Land Use Bylaw and general regulatory bylaws and underground utilities administration.

Agricultural Fieldman

The Agricultural Fieldman is under the supervision of the Municipal Administrator. In addition, the Agricultural Fieldman will work closely with the Agricultural Service Board and Municipal Councillors in the performance of their duties. This position is responsible for formulating and directing the work schedule for the Agricultural Services Department.

Assistant Agricultural Fieldman

The Assistant Agricultural Fieldman is under the supervision of the Agricultural Fieldman. In addition, the Assistant Agricultural Fieldman will work closely with the Agricultural Service Board and Municipal Councillors in the performance of their duties. This position is responsible for assisting in the formulating and directing of the work schedule for the Agricultural Services Department.

Safety and Utilities Manager

The Safety and Utilities Manager is under the direction of the Public Works Superintendent with close communication with the Municipal Administrator in respect to overall municipal safety issues. This position is responsible for formulating and directing the work schedule for the Public Works Building Maintenance Department including utilities and water/wastewater. Carries out duties of the Safety Officer of the M.D. of Wainwright and supervises the Water/Wastewater operation of the municipality.

Computer-Information Analyst

This position involves the performance of planning, coordinating and maintaining all computers, networks, wireless and information systems (Computers, Network, iSeries running Bellamy Software, Telephones, Multi-function Copier, Website, G.P.S., G.I.S., Gas Boy System, Loader Scale Systems and Radios) with decisions based on Municipal Policy and Procedures. Excellent communication and public relation skills are essential.

Tax Roll Clerk

The position requires one to be knowledgeable about and to maintain the tax and assessment roll, requiring decisions based on Municipal Policy and Procedures.

Public Works Clerk

The Public Works Clerk is responsible for a variety of office administration duties, maintaining inventory for parts and supplies and keeping paperwork for the servicing of equipment updated. This position will have close communication with the Public Works Superintendent and the Shop Foreman.

Receptionist Secretary

This position involves the performance of secretarial, clerical assignments and customer service requiring decisions based on Municipal Policy and Procedures. Excellent communication and public relation skills are essential.

Payroll Clerk

This position involves the performance of clerical assignments specializing in payroll, public works cost accounting, requiring decisions based on Municipal Policy and Procedures.

Hours of Work

Most of our seasonal public works hours are from 7:00 am to 5:30 pm. Other positions may range from 6:30 am to 6:30 pm depending on the position and season.

Training Opportunities

The MD offers on-site and off-site training opportunities to all employees.

Employee Benefits

The following benefit programs are available to full-time and part-time permanent employees of the M.D. of Wainwright No. 61:

- Sun Life Group Benefits which includes:
- Employee Life Insurance
- Dependent Life Insurance
- Accidental Death & Dismemberment
- Extended Health Care
- Dental Care
- Long Term Disability

The M.D. will pay 90% of the premium for those M.D. employees that qualify to be on programs. The employees shall contribute the remaining 10% of the premium through direct deduction from their pay.

Public Works and Transportation positions receive a safety clothing allowance.

The M.D. sponsors an annual employee Christmas Party.

The Finding Work At Series can be found at www.wantjobgotjob.com, a website managed by the Wainwright & District Chamber of Commerce. This Series is a partnership project by the Government of Alberta, Wainwright & District Chamber of Commerce, Town of Wainwright, Wainwright Economic Development Board and Wainwright Military Family Resource Centre. For more information, contact the Chamber of Commerce at (780) 842-4910.

How to Apply

The Municipal District typically recruits on their website and in the local newspapers. Positions that require post-secondary qualifications will be advertised in the AAMDC classifieds, as well as the *Edmonton Journal*. Applications may be forwarded by mail or in person or as instructed in the advertisement.

Job Application Forms may also be downloaded from the MD website in Adobe PDF or Microsoft Word format. Please forward Job Applications to jobs@mdwainwright.ca or by fax to (780) 842-4454.