



The Village of Pouce Coupe Job Description

October 26, 2017

PUBLIC WORKS LABOURER TEMPORARY JOB POSTING

Department:	Public Works
Status:	Temporary/Term, 4 months from start date
No. of positions:	One
Union:	CUPE Local 2403-03
Hours of work:	Various
Salary:	\$28.27

The Village of Pouce Coupe is looking for a temporary employee for the Public Works department on a 4 month term basis.

The ideal candidate will have the following:

Qualification

- Must possess and maintain a valid Class 3 (or Class 1) BC driver's license with Air Brake Endorsement

Skills

- Experience operating equipment (backhoe, tractor, mower, plow truck)
- Experience with various trades (carpentry, plumbing, mechanics)
- Experience working in a municipal setting would be an asset
- Must present a neat appearance and deal tactfully and effectively with the public

Duties:

- Public Works tasks in the Village operations including ground maintenance, water and sewer maintenance, operating light equipment, road work, and other Public Works projects as required.
- Organize inventories of materials and supplies; ensure suitable records are maintained as necessary.
- Take appropriate action or reply to all inquiries and complaints regarding the facilities and operations for which he is responsible, referring those matters beyond his authority with his recommendation to the Public Works Foreman.
- Keep abreast of developments in public works and utility operations and of equipment use and maintenance and bring pertinent matters to the attention of the Public Works Foreman.

How to apply for this position:

Please apply by email, or in person to the contact info listed below by 4pm on November 10th 2017.

The Village of Pouce Coupe wishes to thank all applicants, however only those selected for an interview will be contacted.

Email: sstokes@poucecoupe.ca

Fax: 250-786-5257

Or drop off at the Village Office

5011 49th Avenue,

Pouce Coupe, BC

Attention: Sandy Stokes.