

# FINDING WORK



## TOWN OF WAINWRIGHT

### The Town

The Town of Wainwright, Alberta is part of the Province's system of municipal government and serves a population of 5,775 (2008 census). It is a strong, vibrant community located in East Central Alberta near the beautiful Battle River valley. It is the major service center for the region and has a historically stable economy and steady growth.

The municipal corporation is headed by a Council that determines policy, and is administered by a Chief Administrative Officer and five Department Heads.

The Town employs 43 full-time permanent employees, 17 part-time employees and is supplemented by seasonal employment opportunities during the summer months.

As part of its governance, the Town has several volunteer and/or appointed boards:

- Heritage Advisory
- Parks & Recreation
- Economic Development
- FCSS
- Regional Waste to Energy
- Library, Battle River Foundation; and
- a 26 member volunteer Fire Department.

### The Ideal Candidate

The ideal candidate will demonstrate a majority of the following skills/abilities:

- An interest in municipal government
- Be highly motivated
- Demonstrated people skills
- Ability to work within a group environment
- Proven written and verbal communication skills



### The Work

Positions at the municipality include the following:

- Gas Operator (I & II)
- Utility Operator (I & II)
- Lead Hand
- Office Clerical (I, II, III & IV)
- Utility Clerk (I & II)
- Accounting Clerk (I & II)
- Cashier
- Junior Guard (Level I, II & III)
- Senior Guard (Level IV, V, VI)
- Head Guard (Level VII)
- Programmer/Assistant Pool Manager (Level VIII)
- Part-time and Seasonal Employees
- Management Positions



**Government  
of Alberta** ■

## Sample Job Requirements

### **Labourer**

Employees in this classification perform a wide variety of routine manual tasks, which can be quickly learned without prior training, skill or experience. Employees in this class are usually required to work under close supervision according to detailed instructions, which can be carried out without the exercise of independent judgment, for example:

- construction and maintenance of roads, sidewalks, parks, buildings, cemeteries,
- snow removal, cutting grass, cleaning streets, digging, planting,
- operating small riding grass mowers and push type grass mowers, push type cultivators, compactors, hand weed sprayers, cutters, etc.

### **Equipment Operator**

Employees in this classification operate and perform minor maintenance of moderately heavy mobile construction equipment such as industrial tractors, backhoe, crawler or rubber tired equipment with blade or bucket, motor patrols, self-propelled rubber tired ditching machines, heavy trucks and road building equipment. Orders are received verbally or written and requires very little supervision.

As well, employees may be qualified to operate and perform minor maintenance of light mobile construction and maintenance equipment such as rubber tired farm or industrial tractors. They may also operate a wide variety of small self-propelled machines such as mobile sweepers, snowplows, road distributor, motorized weed sprayers, all types of trucks up to and including heavy-duty units.

### **Gas Operator**

Employees in this classification are capable of operating a gas distribution system, maintenance of gas supply and do minor maintenance on equipment or machinery used in this system. Should be capable of performing duties with little or no supervision.

### **Utility Operator**

Employees in this classification are:

- capable of operating a water distribution system, maintaining water supply, filtration and treatment equipment,
- do minor maintenance on equipment or machinery used in this system.
- Capable of operating sewer distribution system, sewer pumps, siphon chambers, treatment plants; and
- do minor maintenance on equipment or machinery used in this system.

Employees in this classification should be able to work with little or no supervision. Orders are received verbally or in writing. May require *Provincial Operators Certificate*.

### **Lead Hand**

An employee in this class works under general direction of the Foreman or Superintendent. He supervises the work performed by labourers and other employees engaged in doing any public work, utility repair or maintenance, and is required to work with the men under his supervision and control.

A senior employee will be appointed when the Lead Hand is on vacation or sick leave.

### **Office Clerical**

Work in this class involves performing computer applications, clerical functions, answering telephones, dealing with public enquiries, filing and in designing and maintaining records, operating office machines and performing other duties as required. Must be capable of typing accurately with good speed. Provides customer services as required.

Responsibilities may also include reviewing the work of others or assisting them with difficulties. Work is evaluated for accuracy and adherence to established standards. Knowledge of filing systems, computer applications, business applications and the operation of municipal government is preferred, but not essential. Duties also include assisting with other office duties as required.

**Utility Clerk**

Capable, after 6 months, of performing all functions related to utility billing, including operation of billing equipment, maintenance and control of utility ledger. Duties also include assisting with other clerical office work when required.

**Accounting Clerk**

Work in this classification involves the application of fundamental accounting principles and practices in the processing and maintenance of a variety of financial records within the parameters of the municipal accounting system and established standards.

Functions to be carried out may include payroll, property taxes, accounts payable and other accounting duties as designated. Other duties include maintaining the Town's computer systems, maintaining files and assisting with clerical office work as required.

Individuals in this position must have post secondary education and/or experience in the operation of a computer system combined with good typing and public relation skills.

**Cashier**

The cashier is under the general direction of the shift supervisor(s) and Office Clerical staff. The cashier is responsible for:

- the effective handling of cash receipts, program registrations and admissions
- must possess good interpersonal and public relation skills for dealing with the general public.

The position also involves maintenance duties of designated areas and other responsibilities as assigned by the Facility Manager.

- Knowledge of LS and Red Cross level systems and ability to handle established emergency procedures is preferred.
- Must possess Standard 1<sup>st</sup> Aid & CPR Level C within six (6) months of hiring.

**Junior Guard**

Individuals in this position are employed on a casual basis. Under close supervision of the shift supervisor(s) are required to assist with life guarding duties, assist or teach Red Cross and preschool lessons and be able to follow established emergency procedures.

Junior Guards must possess good interpersonal and public relation skills and are required to perform maintenance and other related duties as directed to achieve a high standard of work place cleanliness.

**Must** possess the following current awards:

- Standard 1<sup>st</sup> Aid & CPR Level C
- National Lifeguard Service (16 years of age) or
- Canadian Red Cross Lifeguard (15 years of age)

**May** require:

- Red Cross Water Safety Instructor
- Lifesaving Instructor

**Senior Guard**

Under the direction of the Head Guard(s) and the Programmer/Assistant Pool Manager, this position is responsible for the standard of guarding and maintenance performed on designated shifts. Will provide supervision and training of other staff members.

Individuals in this position should be knowledgeable with mechanical operations and maintenance of pool system and area as well as administration and organizational policies of the facility. Excellent interpersonal, public relations and communication skills are required. Life guarding, instruction and other related duties will be required as directed.

Must be 18 years of age, capable of supervising all shifts and hold the following current awards:

- Standard 1<sup>st</sup> Aid & CPR Level C
- National Lifeguard Service or Canadian Red Cross Lifeguard
- Red Cross Instructor
- Lifesaving Instructor
- Pool Operator I—within 24 months of hire
- Pool Operator II - recommended

**Head Guard**

Under the direction of the Programmer/Assistant Pool Manager and Facility Manager this position is responsible for the standard of guarding and maintenance performed on all shifts.

The Head Guard is required to supervise and train other staff members and assist with in-service training at the direction of the Programmer/Assistant Pool Manager.

The Head Guard(s) should be experienced and knowledgeable about mechanical operations and maintenance of the pool system and area, as well as administration and organizational policies of the facility. Excellent interpersonal, public relations and communication skills are required. Lifeguarding, instruction and other related duties will be required as directed.

Must be 18 years of age and possess the following current awards:

- Standard 1<sup>st</sup> Aid & CPR Level C
- National Lifeguard Service or Canadian Red Cross Lifeguard
- Red Cross Instructor
- Lifesaving Instructor
- Pool Operator I – within 12 months
- Pool Operator II – within 24 months

It is further recommended that Head Guards continue to work toward certification in other related leadership awards.

#### **Programmer/Assistant Pool Manager**

Under the direction of the Facility Manager, responsible for programming, promotion and supervision of all facility programs. Required to provide training, direction and supervision to all pool staff.

The Programmer/Assistant Pool Manager should be knowledgeable about all mechanical and maintenance operations of the pool system and area. Responsible for policy/procedural updates, staff files and facility program records. Excellent interpersonal, public relations and communication skills are required.

Lifeguarding, instruction and performance of other duties may be requested by the Facility Manager.

Must be 18 years of age and possess the following current awards:

- Standard 1<sup>st</sup> Aid & CPR Level C
- National Lifeguard Service and/or Canadian Red Cross Lifeguard
- Red Cross Instructor
- Lifesaving Instructor
- Pool Operator Level I & II

- Instructor Trainer Status and / or National Lifeguarding Service Course
- Conductor or Canadian Red Cross Lifeguard Instructor / Standard 1<sup>st</sup> Aid Instructor / LS Instructor Trainer
- Alberta Fit Leader Certification – within 24 months of hire

#### **Part-Time Employees**

Various part-time positions are available in various Departments.

#### **Seasonal Employees**

Employees in this category are normally employed under a Government Employment Program. Example - S.T.E.P. They perform duties specific to a program designed to create employment during a particular season of the year, i.e. summer months, winter months.

Employees in this category are under constant supervision and are being trained for later entry into the permanent work force.

#### **Management Positions**

Chief Administrative Officer  
 Director of Finance  
 Director of Public Works  
 Director of Planning & Development  
 Director of Parks and Recreation  
 Director of Disaster Services/Fire Chief  
 Facility Manager  
 Public Works Foreman  
 Economic Development Officer  
 Development Officer/Heritage Coordinator  
 Community Peace Officer

#### **Education and Training**

A Grade 12 Diploma is a requirement for most positions and post-secondary education is preferred in a related field.

#### **The Hours, Pay and Benefits**

All Town Office, Communiplex, RCMP clerical staff as well as management positions work a standard 37½ hour week. Public Works and Parks & Recreation employees work a standard 40 hour week.

The Finding Work At Series can be found at [www.wantjobgotjob.com](http://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.

All full-time municipal employees are eligible for cost shared benefit package which includes:

- Group Life
- Long Term Disability
- Extended Health Care including vision care and prescription drugs
- Dental Care

Sick days are accumulated monthly to a maximum of 120 days.

All full-time municipal employees are also eligible to contribute to a cost-shared pension plan through the *Local Authorities Pension Plan*.



### **How to Apply**

Positions are posted in local community and regional newspapers and on the municipality's official website [www.wainwright.ca](http://www.wainwright.ca). Job opportunities may also be advertised on the internet on professional and local government association websites such as [www.apegga.com](http://www.apegga.com); [www.auma.ca](http://www.auma.ca); and the Government of Alberta Learning Information Services (ALIS) website [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca)

**Note:** All applicants will require an RCMP security clearance.

Any personal information submitted as part of the recruitment process is subject to compliance with the *Freedom of Information and Protection of Privacy Act*.

Applications shall be submitted to the Town of Wainwright according to the requirements of the job position.

Resumes with references should be forwarded to the appropriate contact person at:

Town of Wainwright  
1018 – 2 Avenue  
Wainwright, AB T9W 1R1

**Tel:** 780-842-3381  
**Fax:** 780-842-2898  
**Email:** [info@wainwright.ca](mailto:info@wainwright.ca)

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