



The Corporation of the Municipality of West Nipissing

JOB DESCRIPTION

DATE November 13, 2025

POSITION	PUBLIC WORKS Operator (Handyman “A”) Part-time
REPORTING TO	Public Works Sub Foreman
HOURS OF WORK	0-24 hours per week, as assigned
SALARY	\$32.40/hourly, as per collective agreement

Under the direct supervision of the Public Works area Sub Foreman, the Public Works Operator is responsible for repairing and maintaining roadways, sidewalks in addition to regular maintenance and repairs of the municipal Water Distribution and Wastewater Collection systems.

GENERAL DUTIES

- Winter Control Operations (snow plowing, removal and sanding)
- General roads and drainage maintenance duties as per industry standards
- Operate departmental vehicles and equipment
- Assist other departments in general labour work, including, but not limited to:
 - Cemetery work (burials, cemetery maintenance, etc.)
 - Community services (assist in municipal property maintenance, etc.)
 - Environmental services (cover and level landfill sites / landfill access maintenance, etc.)
 - Water Distribution and Waste Water Collection repairs and maintenance
 - Municipal Drain maintenance
- Garage work / clean up
- Occasional minor welding, minor electrical and mechanical duties, minor carpentry
- Record daily work in log book, HOS
- After hours / weekend work as required
- Ensure safety of self and of others at all times
- Any other duties as assigned within the general scope of the position

REQUIREMENTS

- Applicants must have a minimum grade 12 education or equivalent and have good verbal, reading and writing skills
- Applicants must possess and hold in good standing a valid DZ Driver’s license (AZ is considered an asset)
- Knowledge of trade standards, the Occupational Health and Safety Act, Ministry of Transportation guidelines, and municipal policies
- Experience operating various types of construction equipment, such as backhoes, loaders, excavators, tandem trucks, graders, etc.
- Have experience operating snowplows and sanding equipment
- Experience working on water distribution and wastewater collection systems is considered an asset
- Must be of a physical condition that allows him/her to perform as a full working member of the construction/maintenance crew

Job Description:

Operator/Handyman A – Public Works

- Cardio Pulmonary Resuscitation (C.P.R.), First Aid and WHMIS certified
 - Basic electrical, mechanical and chemical knowledge and ability
 - Ability to operate power tools / air tools, etc.
 - Ability to operate and maintain vehicles and equipment
 - Ability to work well alone or as part of a team
 - Ability to deal with the public in a courteous and efficient manner
 - Ability to adapt to changing conditions
 - Ability to work with little or no supervision
 - Ability to work long hours during emergency conditions
 - Ability to work outdoors and withstand extremes in weather
 - Availability to work after hours and on weekends
 - Availability to participate in an on-call rotation
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Applications for this position will be accepted, in confidence, until **November 28, 2025** at 4:00 pm.

Applications should be addressed to: Sonal Brahmhatt
101-225 Holditch Street, Sturgeon Falls, ON P2B 1T1
E-mail: hr@westnipissing.ca