

SAMPLE CAREER #4

The position of **Facilities Maintenance** is a full-time position in our Community Services Department.

Reporting to the Community Services Director or their designate, this person will be required to:

- Operate and maintain mechanical systems and equipment at all recreation facilities and perform grounds-keeping duties.
- Make and maintain artificial ice surfaces, and operate all ice resurfacing equipment.
- Perform a variety of cleaning tasks, facility set up for rentals, and minor building /equipment maintenance tasks.
- Work effectively with minimal supervision, and work effectively with the general public and other staff.

The preferred candidate will possess a valid Manitoba driver's license. As well, the preferred candidate will possess or be willing to obtain:

- A Provincial Refrigeration Class Power Engineer's Certificate.
- An Arena Operator's Level 2 certificate.

The rate of pay for this position ranges from \$29,900 to \$39,505 and will be determined by the qualifications, experience & demonstrated performance of the applicant.



POSSIBILITIES FOR ADVANCEMENT?

The possibilities are great for advancement within the Town. Many people have started in one department and advanced either in that department or moved on to other areas within the Town.

PROBATIONARY PERIOD?

The probationary period is six months.

WAGE SCALES & INCREASES?

The wages are reviewed on a regular basis to ensure that the Town of Morden wage scales continue to meet the industry trends.

VACATION TIME?

The vacation time starts at three weeks for the management team and two weeks for other full time positions.

BENEFITS PACKAGES?

The Town of Morden has a comprehensive benefits package available. Benefits include, Extended Health & Dental, Pension, Life & Disability Insurance

PROFESSIONAL PUBLIC SERVICE

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JOB SATISFACTION

=

A GREAT COMMUNITY

HOW CAN I APPLY?

Always check the Town of Morden website at www.mordenmb.com to see if there are any positions open. If there is a position you are interested in then send in a cover letter stating which position you are applying for along with a Resume, by Fax to (204) 822-6494 or email to tmorden@mordenmb.com or by post to:

**Town of Morden
100 – 195 Stephen Street,
Morden, MB, R6M 1V3**



SAMPLE CAREERS WITH MORDEN

*More than a CAREER. . .
A chance to make a
difference.*

**Town of Morden
100 – 195 Stephen Street,
Morden, MB, R6M 1V3**

**Tel: (204) 822-4434
Fax: (204) 822-6494**

www.mordenmb.com

SAMPLE CAREER #1

The position of **Chief Administrative Officer** is a full time position.

Reporting to the Mayor & Council this person is required to;

- Recruit, develop, and evaluate all management staff
- Provide leadership and direction to the management team.
- Advises Council on strategy and policy with regard to land use planning and economic development.
- Co-ordinate and control all municipal operations in accordance with The Municipal Act of Manitoba and the plans and policies that have been approved by Council.

This position requires the following qualifications;

- University or Community College graduation in business administration, commerce, engineering or related field.
- Completion of the four-year Manitoba Municipal Administrators Association certificate Program.
- Five years or more supervisory or management experience in municipal administration.
- Practical knowledge and experience in computer systems for business applications.

The annual rate of pay for this position ranges from \$90,078 to \$105,743 and will be determined by the qualifications and experience of the applicant.



SAMPLE CAREER #2

The position of **Executive Assistant** is a full time position in the administration department.



Reporting to the Chief Administrative Officer, this person is required to:

- Plan, direct and coordinate the staff in the day-to-day operation of the Administration office.
- Attend Council and Committee meetings.
- Prepare meeting agendas and minutes, as well as correspondence resulting from meetings.
- Provide administrative support to the Chief Administrative Officer.
- Ensure customers to the Administration office are provided with service in a prompt and courteous manner.

This position requires the following qualifications:

- Recognized successful previous supervisory experience.
- Excellent oral and written communication skills.
- Practical knowledge and experience in computer systems for business applications.
- Completion of the four year Manitoba Municipal Administrators' Association certificate program is a definite asset.

The annual rate of pay for this position ranges from \$41,656 to \$48,901 and will be determined by the qualifications and experience of the applicant.

SAMPLE CAREER #3

The position of **Equipment Operator -Water Plant Operator in Training** is a full time position in our Public Works Department.

Reporting to the Public Works Director, this person will be required to:

- Work as a relief operator for the following equipment - grader, skid steer, street sweeper and wheel loader.
- Drive single axle and tandem trucks.
- Work with the Public Works Dept as assigned.
- Work in the Water Treatment Plant; weekend shift work will be required.
- Work after hours and on call as required.

The preferred candidate will have the following qualifications:

- Possess a valid class 3 license with air endorsement.
- Have previous experience in equipment operation, i.e., grader, loader, tandem truck and skid steer operation.
- Be willing to acquire certification for a Class 2 Water Treatment Plant Operator under the MWWA requirements.
- High school diploma or equivalent

The annual rate of pay for this position progresses through the training process and ranges from;

Trainee	\$29,900 to \$35,120
Water Certified Class II	\$33,638 to \$39,505
Water Certified Class III	\$37,855 to \$44,433
Water Plant Foreman	\$41,656 to \$48,901