

Title: Job Description Policy

Policy No: 1922

Approval: Town Council

Effective Date:

Sept. 09/14

Revised:



Policy Statement: The Town of Hardisty is committed to maintaining a workforce that demonstrates the values and visions of the Town of Hardisty and Council. The Town of Hardisty recruits and hires employees who demonstrate the necessary skills and qualifications to support the needs of the citizens served by the organization in the best possible way. Staff are made aware of the job skills, duties, values, and qualifications through Job Descriptions and/or Performance Expectations. Current Job Descriptions are maintained for all employees of the Town of Hardisty.

1.0 Job Descriptions:

Every employee will have a job description.

Each job description identifies:

- Job Title
- Job Goal
- Qualifications
- Job Requirements
- Education and Training
- Related Work Experience
- Duties & Responsibilities
- Designated Authority
- Terms of the Employment
- Hours of Work
- Salary Range
- Other Relevant Requirements

Every employee of the Town of Hardisty must fulfill the components outlined in his/her specific Job Description unless special consideration is authorized by the Chief Administration Officer or Council if required.

2.0 Review of Job Descriptions:

Job Descriptions are reviewed annually. The review process will be lead by the Chief Administrative Officer and Support Team. Input from Council will be gathered and used in the review process. The review process is intended to keep Job Descriptions accurate and relevant.

Job Descriptions are also reviewed and adjusted as required by changes in the work environment.

3.0 Creation of New Job Descriptions:

New Position:

When a new employment position is created within administration and public works and it does not fall within the job classifications and requirements of the existing Job Descriptions, a new Job Description will be developed. The Chief Administration Officer and Foreman or Team Lead responsible for the service will develop the Job Description. The Chief Administration Officer will review the Job Description and bring it to Council for policy amendment via resolution.

A copy of each Job Description and performance expectation is kept in the Human Resources section of the Town of Hardisty Policy Manual as an Addendum to Policy #1922. The Administrative Assistant shall provide for the distribution and maintenance of policy updates both in hard copy and electronic copy.

4.0 Cataloguing of Job Descriptions:

All job descriptions created by the Town of Hardisty will be catalogued as an addendum to Policy #1922 Job Descriptions Policy.

Job Title: Senior Public Works Operator – Level 1

Job Category: Public Works

Department/Group: Operations
Location: Hardisty
Travel Required:
Level/Salary Range: \$27-\$37
HR Contact: Chief Administration Officer

Applications Accepted By:
Fax or E-mail:
(780)888-2200 sandy@hardisty.ca
Subject Line: Public Works Operator
Attention: Chief Administrative Officer – Senior Public Works Operator
Mail:
Town of Hardisty
Attn: Chief Admin. Officer – Public Works Position
PO Box 10
Hardisty, AB T0B 1V0

FUNCTION/PURPOSE:

This position performs duties of a specialized nature related to the installation, maintenance and repair of the water distribution, and wastewater collection/treatment systems. Perform preventative maintenance repairs and emergency activities for all municipal infrastructures, undertake manual labour duties as required and ensure the compliance of the Town's safety policies.

KEY RESPONSIBILITIES (% time)

Infrastructure (Water & Wastewater)

- Testing and sampling of water and wastewater to ensure compliance with provincial standards
- Preventative maintenance, repairs and emergency activities on all municipal infrastructure, i.e. water breaks
- Preventative maintenance on pump stations, lift stations and wastewater treatment plant equipment
- Operate a variety of equipment including loader or tractor to perform maintenance tasks
- Some manual labour as required using a variety of hand tools
- Perform all water, wastewater and storm water locates within the town limits in a timely manner and within the appropriate timelines, (within 48 hours)
- Perform a full range of skilled and semi-skilled duties including installation of water meters and wiring, programming of MXU'S for radio reader, maintenance, troubleshooting, pulling large and small meters to be sent away for testing, troubleshoots automated meter reading equipment and replaces stopped and/or damaged meters
- Assist contractors in the video inspections of wastewater/storm water lines
- Participate in preventative maintenance programs of infrastructure such as valve turning and flushing programs.

- Strong analytical background to be able to monitor towns SCADA system and be able to trouble shoot pumping stations and lift stations.
- 40%

Infrastructure (Roads/Streets/Sidewalks/Parks)

- Preventative maintenance, repairs and emergency activities on all municipal infrastructure, i.e. gravel road grading, snow removal, pothole repair, grass & weed control
- Preventative maintenance on equipment
- Operate a variety of equipment including loader, tractor, plow truck, lawn mowers to perform maintenance tasks
- Some manual labour as required using a variety of hand tools
- 40%

Customer Service and Communication

- Frequently advise, direct, assist and co-operate with the general public to troubleshoot potential problems.
- Strong analytical and communication skills, both written and verbal.
- The ability to communicate effectively with public, supervisors, and other staff, and to foster positive work relationships
- 20%

Risk Management & Safety

- It is the responsibility of the Town of Hardisty employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.
- Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.
- Hazard Assessment and Risk Assessment for Roads, Solid Waste, Water, Wastewater, Stormwater Management, Developer Requirements, are contained in the Town of Hardisty Safety Manual

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS

EDUCATION:

Completion of grade 12 or equivalent
 Valid Standard First Aid/CPR Certificate
 Valid WHIMS certificate
 Valid Class 3Q Driver's License
 Level 1 Alberta Environment Certification in Water Distribution, Wastewater Treatment & Wastewater Collection

EXPERIENCE:

1 year related experience in water and wastewater and common services to include road, parks & equipment maintenance.

PREFERRED SKILLS:

Strong analysis skills

Strong understanding of water, wastewater systems to be able to troubleshoot problems in the systems.

Strong computer skills in both Microsoft Office and industry related software, such as SCADA and leak detection programs (metering systems)

Ability to operate a variety of equipment in a safe and effective manner related to water & wastewater servicing.

Common Service work unrelated to water & wastewater operations including the operation of equipment used for snow removal, road maintenance & park maintenance.

Project management skills and effective communication in a team related environment.

WORKING CONDITIONS:

- Ongoing interruptions, traffic/driving, adverse weather conditions, working alone
- Identified job hazards: Dealing with angry people, working alone, heat, cold, lifting, bending, and around the following conditions: mechanical, electrical, fume/odor chemical exposure, dust and noise.
- Potential for exposure to infectious substances (bio hazardous substances)
- Additional hours based on operational demands
- Ability to lift and or move up to 50 pounds
- Rotational evening and weekend on call shifts

Reviewed By: Sandy Otto – Acting CAO

Date: August 27, 2014

Approved By:

Date:

Last Updated By:

Date/Time:

Job Title: Senior Public Works Operator – Level II

Job Category: Public Works

Department/Group: Operations
Location: Hardisty
Travel Required:
Level/Salary Range: \$33-\$37
HR Contact: Chief Administration Officer

Applications Accepted By:
Fax or E-mail:
(780)888-2200 sandy@hardisty.ca
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- Some manual labour as required using a variety of hand tools
- Perform all water, wastewater and storm water locates within the town limits in a timely manner and within the appropriate timelines, (within 48 hours)
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EDUCATION:

Completion of grade 12 or equivalent
 Valid Standard First Aid/CPR Certificate
 Valid WHIMS certificate
 Valid Class 3Q Driver's License
 Level 2 Alberta Environment Certification in Water Distribution, Wastewater Treatment & Wastewater Collection

EXPERIENCE:

3 years related experience in water and wastewater and common services to include road, parks & equipment maintenance.

PREFERRED SKILLS:

Strong analysis skills

Strong understanding of water, wastewater systems to be able to troubleshoot problems in the systems.

Strong computer skills in both Microsoft Office and industry related software, such as SCADA and leak detection programs (metering systems)

Ability to operate a variety of equipment in a safe and effective manner related to water & wastewater servicing.

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