

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: Council

Date: September 9th, 2014

Last Updated By:

Date/Time: