

Job Title: Public Works Operator

Job Category: Public Works

Department/Group: Public Works
Location: Hardisty
Travel Required:
Level/Salary Range: \$23-\$27/hr
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 – Public Works Operator
Mail:
Town of Hardisty
Attn: Chief Admin. Officer – Public Works Position
PO Box 10
Hardisty, AB T0B 1V0

FUNCTION/PURPOSE:

Reporting to the Public Foreman, the Operator, shall operate municipal motorized light and heavy-duty equipment and perform related manual labour in assigned all-season maintenance activities on Town owned infrastructure, related to included but not limited to transportation operations (roadways, sidewalks, parking lots, snow storage site facility). 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. This is an entry level position leading to a Public Works Operator Level I where the individual will be expected to obtain their Level I Alberta Environment Certification in Water Distribution, Wastewater Treatment & Wastewater Collection

KEY RESPONSIBILITIES:

Infrastructure (Water / Wastewater / Roads / Sidewalks / Parks)

- Preventative maintenance, repairs and emergency activities on all municipal infrastructure, i.e. water breaks, pothole repair, snow removal, grass & weed control
- Preventative maintenance on pump stations, lift stations and wastewater treatment plant equipment & equipment used in the maintenance of streets, sidewalks & parks.
- Operate a variety of equipment including loader or tractor to perform maintenance tasks
- 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)
- 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.
- Preventative maintenance on equipment

- Operate a variety of equipment including loader, tractor, plow truck, lawn mowers to perform maintenance tasks

Customer Service and Communication

- 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

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 (Valid Class 5 – unrestricted is acceptable with preference to candidate being able to obtain a Class 3Q)

EXPERIENCE:

Related experience in common services to include road, parks & equipment maintenance.

PREFERRED SKILLS:

Analysis skills
Computer skills in both Microsoft Office and industry related software
Common Service work unrelated to water & wastewater operations including the operation of equipment used for snow removal, road maintenance & park maintenance.
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

Reviewed By: Sandy Otto – CAO
Date: February 16th, 2016
Approved By: Council
Date: February 23rd, 2016
Last Updated By:
Date/Time: