



# TOWN OF STRATHMORE

## Schedule A

## JOB DESCRIPTION

JOB INFORMATION	
<b>Position:</b>	Public Works Operator
<b>Reports To:</b>	Public Works Supervisor
<b>Position Type:</b>	<input type="checkbox"/> Full Time Permanent (35 hours) <input checked="" type="checkbox"/> Full Time Permanent (40 hours) <input type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students)

JOB SUMMARY
Reporting to the Public Works Supervisor, the <b>Public Works Operator</b> is a key contributor within the Operations Department. This position requires both a strategic and hands-on role in providing an array of services around the Strathmore community.

Description of the Function
<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Day to day duties as assigned by the Public Works Supervisor</li> <li>• Operate a variety of light and/or heavy equipment, including but not limited to hand and power tools, grader, wheel loader, excavator, skid steer, hydrovac, hot box, crack sealer, street sweeper, roll off truck, water truck, plow truck, dump truck</li> <li>• Perform excavation, trenching, and detailed finishing work</li> <li>• Grade gravel roads and alleys</li> <li>• Winter snow plowing, sanding and/or removal on Town road network</li> <li>• Maintain roads via sweeping, pothole repairs, crack sealing, and line painting</li> <li>• Maintain sidewalks, curbs, gutters, pedestrian walkways, and asphalt pavement</li> <li>• Repair and replace street signs</li> <li>• Hauling of equipment</li> <li>• Maintaining the Towns storm network, including storm ponds</li> <li>• Brushing and ditch maintenance</li> <li>• Assist in the repair of Town infrastructure, as required</li> <li>• Other duties as required within the Operations department</li> <li>• Assist other departments with operating duties</li> </ul> <p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• This is a safety sensitive position requiring fit for work status</li> <li>• Requires a professional, cooperative, and positive attitude towards health and safety</li> <li>• Responsible for personal health and safety and ensuring that workers are performing work in accordance with Occupational Health and Safety legislation, as well as the Town's safe work procedures, directives, policies and industry best practices</li> <li>• Assist in worksite, workplace, and formal inspections</li> <li>• Assist with Operations facility inspections</li> <li>• Promote a safe work environment</li> <li>• Participate in health and safety training moments, meetings, and exercises</li> <li>• Identify safety training needs and recommend solutions</li> </ul>

- Ensure work sites are maintained in a clean, safe manner to protect the safety of self, other Town personnel, and the public
- Report all unsafe or substandard conditions, acts, and events as soon as possible to immediate supervisor
- Participate as a member of the Strathmore Emergency Response team in preparing and enabling the community to respond in the event of a local or regional disaster

### COMPETENCIES AND BEHAVIOURS

- Willingness to take direction from others and follow through with designated tasks
- Willingness to follow standards and guidelines
- Strong interpersonal skills, with the ability to handle conflict in a constructive way
- A team player who demonstrates a high degree of personal drive and motivation
- Excellent decision making and problem-solving abilities
- Participate in all training at the discretion of the Public Works Supervisor

### REQUIREMENTS, EXPERIENCE AND EDUCATION

- High School Diploma, GED or equivalent
- Must have experience using a variety of vehicles and light/heavy equipment, including hand and power tools and trailers
- Experience operating graders, excavators, wheel loaders, and hydrovacs will be considered an asset
- Valid Alberta Class 3 Operator's Licence with Q endorsement will be considered an asset (Candidates without this qualification will be required to obtain licence within 3 months of employment at own cost)
- Valid First Aid/CPR Certificate (Candidates without this qualification will be required to obtain certificate at own cost)
- Consent to disclosure of a Criminal Record Check
- Successful candidates will be required to provide their own CSA-approved steel toed boots (any boots purchased after the 3-month probation period; reimbursements will be issued)

### WORKING CONDITIONS

- Workers will be required to participate in an on-call rotation and must be available for work when called in to deal with after hours calls, special events, snow plowing and emergencies
- Overtime as required at the discretion of the Public Works Supervisor
- This position requires sitting, lifting- up to 50 lbs, standing for long periods, and working outdoors in extreme weather conditions
- In this position, the employee will be exposed to moving mechanical parts, fumes, airborne particles, elevated noise levels, and adverse weather conditions
- Driving is a requirement of this position

#### Manager Approval:

_____ Name	_____ Signature	_____ Date
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#### Employee Acceptance:

_____ Name	_____ Signature	_____ Date
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*Submit signed copy to HR for filing*