

**POSITION: PUBLIC WORKS OPERATOR**

**FUNCTION:** To assist the Manager of Public Works and Lead Hand with all aspects of the Municipality.

**REMUNERATION:** As per Collective Agreement pay grade.

**DEADLINE:** May 30<sup>th</sup>, 2025

This Position reports to the Lead Hand of Public Works. The Duties are Water/Wastewater/Grounds Keeping/roads and maintenance and include but are not limited to:

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Responsible for the safe and efficient operation of municipal equipment, vehicles, heavy trucks, grader, loader/backhoe for the purposes of sanding, salting and plowing roadways, hauling fill, building/repairing ditches, installing culverts, any and all other equipment that may be required to perform maintenance duties associated with the overall municipal roads/streets/infrastructure/water/wastewater.
- Perform daily checks of equipment, water/wastewater life stations. Perform checks at the River Water intake as necessary and work with divers performing maintenance on the system.
- Pothole patching, line painting, installation and maintenance of traffic signs
- Assist in planning and developing programs for construction or rehabilitation and maintenance of roads, streets, ditches and infrastructure
- Responsible for the safe and proper plowing of snow routes and spreader operation during winter
- Stand-By and On Call responsibilities bi-weekly or filling in for employees that are not able to provide on-call shifts
- Operates basic tools, be able to identify problems with equipment and the ability to communicate them with the supervisor.
- Carries out maintenance and repair of municipal vehicles and equipment to minimize breakdowns and safety hazards
- Able to plan and delegate and support summer students work during the summer from May – August annually.
- Attends water and sewer main breaks with prime contractors to affect proper location, and support at the construction site, also operates heavy equipment to support the prime contractor and liaises with the utilities manager to maintain water supply/pressure, or emergency operations
- Adheres to all municipal safety policies and procedures, provincial standards and regulations including wearing personal protective equipment and attending/participating in training sessions as required



- Accurate, keeping a neat record is a high priority. Completes daily time sheets, equipment log sheets, job time sheets, water and wastewater maintenance sheets, GPS system, on infrastructure.

## **EDUCATION/EXPERIENCE/SKILLS**

- Grade 12 or equivalent
- Proficient with heavy equipment operation and certificates of completion
- Clear driving record and Class 3 license when required or equipment changes
- Minimum 3 years' work experience
- Ability to perform preventative maintenance procedures and effect routine repairs
- Ability to work with the general public of a municipality and problem solve and provide a positive countenance for the general public

## **INDEPENDENCE OF ACTION**

- The Operator is responsible to apply established methods and procedures in the performance of their duties but is permitted to exercise independence of thought, choice of methods and/or sequence

## **Mental Effort**

- High degree of concentration required when operating vehicles and equipment.

## **Physical Effort**

- Operating heavy equipment. Work requires heavy lifting, kneeling, crouching digging, raking etc. as required.

## **Supervision**

- Supervisory skills are required in this position including coaching the team, summer students, interns, and other employees.

**Working Conditions** - The majority of the work is performed under field conditions in all-weather types, dust, odours, and sewage and is subject to call out in inclement weather and emergency conditions. Protective equipment is supplied by the Town.

You may either send your resume in to Chris Carleton – Public Works Manager at [ccarleton@thorsby.ca](mailto:ccarleton@thorsby.ca), or drop your resume off at the Thorsby Town Office (4917 Hankin Street, Thorsby AB, T0C 2P0) during regular business hours.

