

POLICY MANUAL



TITLE: Personnel Policy-Schedule C
DATE: December 29, 2014
AUTHORITY: Director of Operations
DEPARTMENT: Operations

POSITION SUMMARY:

The incumbent is required to perform all tasks as described in the Labourer classification and shall be qualified to operate light duty mobile equipment, working under little supervision with orders received either verbally or in writing. Responsible for taking initiative in training himself on light duty equipment.

It shall be the responsibility of the incumbent to familiarize and abide by the Town's Safety Policies and specific job procedure requirements in the performance of his/her duties.

POSITION REPORTS TO:

Public Works Supervisor or designate

EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:

None

GENERAL DUTIES OF THIS POSITION:

Equipment or Machine Operated

Light mobile construction and maintenance equipment, such as rubber-tired farm or industrial tractors and attachments.

A variety of small self-propelled machines such as mobile sweeper, snow blower, sewer flusher, weed sprayer, riding or push mowers, trimmers, edger's.

All types of trucks, up to and including heavy duty units.

Any other light duty equipment as may be obtained by the Town for repair and maintenance of Town facilities.

General Repairs/Maintenance

Repair and maintenance of roadways, sidewalks, curb, gutters and boulevards through grading, sweeping, repairing of potholes and gravelling.

Snow removal operations such as clearing, blowing, loading of snow from streets and sanding of streets with salt and sand.

Repair and maintain all traffic control devices, such as signal lights, traffic signs and street signs.

Repair and maintain boulevards, drainage ditches, culverts, trees and grass on boulevards, parks and playgrounds.

General repair and maintenance of the Town's grounds, parks and facilities.

Repair and maintenance of Towns own facilities in areas of Public Works and Utilities.

Water and Sewer

Repair and maintain water distribution system, sewer and storm sewer collection system, while digging and repairing water mains, sewer mains and storm drains, along with their respective appurtenances.

Repair and maintenance of Water, Sewer and Storm Treatment facilities as required from time to time.

Preventive Equipment Maintenance and Other Duties

Performance of routine preventative maintenance on equipment operated and assist in mechanical repair of equipment and vehicles.

Perform other Municipal operations-related duties as assigned.

Perform "Stand-by" and/or "On-call" duties as assigned or scheduled.

WORK SCHEDULE:

Days and hours of working may vary in accordance with requirements of the Department and directives of the Public Works Supervisor. A work week will consist of forty (40) hours per week with a requirement to be on-call on a regular basis. Subject to call-out in an emergency.

AUTHORITIES OF THIS POSITION:

To provide safe, efficient and quality services in all areas to achieve expected results.

REQUIRED QUALIFICATIONS OF THIS POSITION:

Must possess Alberta Class Three Driver’s License, Air Brake Endorsement and provide an abstract upon request.

Grade Twelve (12) or equivalent.

Must be physically fit (ability to do heavy work).

Must be willing to work in all types of weather and working conditions outdoors.

Minimum 5 years equipment experience, including grader, loader and vacuum truck.

Must possess competent oral and written communication skills.

Must possess good interpersonal skills in working with co-workers and supervisor.

Defensive Driving Course an asset.

Some experience in Municipal operations or equivalent.

Ability to operate a variety of small, self-propelled machines such as mobile sweepers, snow plows, road distributors, farm or industrial tractors, riding mowers, grass cutting and turf maintenance equipment, and all types of trucks up to and including heavy duty units.

This Job Description was reviewed and accepted by the Council of the Town of Fox Creek this _____ day of January, 2015 by Resolution # _____.

Jim Ahn
Mayor

Roy Dell
CAO

I have read and understand the contents of this Job Description:

Equipment Operator I

Date