

MUNICIPALITY OF CROWSNEST PASS

JOB DESCRIPTION

PUBLIC WORKS OPERATOR III

POSITION TITLE:	PUBLIC WORKS OPERATOR III
REPORTS TO:	PUBLIC WORKS FOREMAN
REVISION DATE:	October 27, 2006

POSITION SUMMARY

Reporting to the Public Works Foreman, the Public Works Operator III position is considered an Equipment Operator Training position

This individual shall be able to operate a full range of heavy equipment as well as hold **a Class III License c/w air endorsement.** The position will also require upkeep of all sewer and water collection and distribution systems, signage and roadways in summer and winter.

Job Requirements

1. Assists in the operation and maintenance of the water distribution and sewage collection systems.
2. Assists in the operation and maintenance of storm water collection system and drainage network.
3. Maintains water distribution lines at proper standard. Repair water line breaks and clean and flush water and sewer lines as required.
4. Able to operate leak detection and CCTV instruments as part of pipe inspection and maintenance.
5. Train other municipal staff on; grader, loader, back-hoe, hi-hoe, tandem truck, hydro-vac/flushing truck, street sweeper, and other miscellaneous equipment.
6. Maintains public roadways, lanes and sidewalks as directed by his/her foreman. Conducts minor maintenance and repairs including street sweeping, crack filling and painting of parking and traffic lines, snow removal. Operates a variety of other equipment when ditching, patching road surfaces, leveling dump area, sanding, and making new roads within Municipal Site.
7. Maintain, repair or replace fire hydrants as necessary in order to meet fire protection needs as well as keeping them clear of accumulated snow to allow immediate access. Place antifreeze in hydrants in the fall according to established schedule.
8. Installs and maintains signs.
9. Inspect water and sewer hookups and disconnections as required.

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Job Requirements – cont'd

10. Conduct minor equipment repairs as necessary and maintain machines and equipment according to the Preventative Maintenance program such as oil/gas/greasing
11. Responsible for the cleanliness and appearance of all Town Equipment he/she operates.
12. As a working member of the crew, provides guidance and supervision to subordinate workers on site for safe and satisfactory completion of the work.
13. Ensure that safety standards under the Occupational Health and Safety Act and Pursuant regulations are adhered to, including protective equipment and clothing. This will require a good working knowledge of the Act and Regulations. All duties are to be performed within Municipal Policies and procedures and WHIMS guidelines.
14. Keep abreast of new practices, techniques, and innovative methods pertaining to utilities operations and development.
15. Operates equipment including but not limited to the grader, loader, back-hoe, hi-hoe, tandem truck, hydro-vac/flushing truck, street sweeper, and other miscellaneous equipment.
16. Assisting in facility maintenance of public property such as buildings, landscaping, plumbing, painting, welding, carpentry, minor electrical work, and motor vehicle maintenance.
17. Undertake Disaster Services responsibilities such as flood or other emergencies, as required.
18. Subject to “call out” in accordance with the “on call” roster and subject to “call out” duties as required.
19. Other duties as required by the Supervisor.

Minimum Qualifications

1. High School Diploma or equivalent.
2. Proven ability in the construction, repair, operation and maintenance of water distribution, sewage collection, roads and drainage systems.
3. Proficiently operate equipment including but not limited to the grader, loader, back-hoe, hi-hoe, tandem truck, hydro-vac/flushing truck, street sweeper, and other miscellaneous equipment.
4. Valid Alberta Class III driver’s license with air endorsement.
5. As provided for in the Collective Agreement, this position is subject to a skills test prior to final award of the posting.

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Responsibility

The incumbent performs a wide variety of tasks within defined guidelines. Work is spot checked by his/her supervisor. Consequence of error in judgment could result in damage to equipment. Work which is not performed up to standard or on schedule may result in safety hazard to the general public.

Close attention is required in all heavy equipment operation to ensure safety of operation, coworkers and the general public. There will be extended periods of concentration requiring mental-sensory coordination such as operation of the grader, loader, back-hoe, hi-hoe tandem truck, hydro-vac/flushing truck, street sweeper and repair and servicing of motors and pumps.

Resource Management

The position may have lead hand supervisory responsibility when working with other employees, shows temporary employees how to operate equipment, tools and simple tasks.

Working Conditions

Work requires the position to work outdoors every day regardless of the weather conditions. The position is exposed to extremes of temperatures, rain, snow, mud, dust, and equipment vibrations.

Considerable risk for minor cuts/injuries exists on a daily basis. There is potential for more serious lost time injuries from time to time.

The work of the position requires considerable climbing off and on equipment, lifting medium to heavy objects such as, but not limited to; tires, grader blades, small motors, saws and signs.

Knowledge & Skills & Personal Attributes

The position requires a good knowledge of water and sewer distribution systems, knowledge/skill to operate a variety of equipment in a safe manner; as well as a general knowledge of rough carpentry, plumbing, painting, welding, and mechanics.

Major contacts are with colleagues. Contact with the general public occurs normally for the purpose of information exchange. Major requirements are for courtesy in contacts.

The Public Works Operator III shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness and display an ability to follow instructions from his/her supervisors as well as relay the same to others.

The Public Works Operator III shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities. This individual shall also demonstrate acceptable public relations skills in dealing with the public.