

## **Position Title:** Permanent Full Time Municipal Operator Level 3

### **Reports To:** Public Works Manager

We are looking for a heavy equipment operator with sewer and water experience, with an established track record of client satisfaction, crew safety, and teamwork. This individual has a direct impact on the Town of Beaverlodge's success, safety record, reputation, and bottom line. The Heavy Equipment Operator will support the Public Works Manager, as well as the crew, through coordination, execution, and planning.

This position requires a minimum of 5 years' experience as a heavy equipment operator that **must include at least 2 years' experience running a backhoe**. Also, must include track hoe operation experience. A minimum Class 3 License is also a must.

### **Primary Assignments:**

Highly skilled operation of heavy equipment safely and efficiently, to excavate and backfill trenches, perform site grading, load trucks, finish grading, work around utilities, etc.

Lead by example in ensuring company policies, core values and culture are being consistently achieved

Support and assist labourers / pipe layers / plumbers / foreman on site

General job set-up, site clean-up, and materials removal

Support on-site coordination of manpower, materials, and equipment to complete the project

Take direction and follow instructions

Maintain a safe job site and keep a vigilant eye for safety hazards

Support environmental stewardship, and adherence to all regulations throughout the construction process

Attend and occasionally lead project "Tool Box" meetings

Encourage positivity, while actively discouraging negativity.

### **Character Traits/Qualifications:**

Self-disciplined and pro-active, with a willingness to take on responsibility

Respect for yourself, for your crew, for the town residents, and for company equipment

Highly ethical with a keen eye for quality workmanship

Commitment to human relationships - with your crew, and town residents

Detail oriented while working well under pressure

Assertive and work well on your own, and within a team

Sewer and water infrastructure experience is a must

Excellent communication, including verbal, written and hand signals

Understanding of, and adherence to, construction procedure and safety practices

Experience with dual plane laser level

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**Position Summary:**

Operating a variety of equipment and tools related to maintenance and repair activities, and performing related duties as assigned. Other responsibilities will include the performance of maintenance and technical tasks related to the construction, maintenance and repair of water and wastewater, mains, services, and valves, performing sewer and water line installation, installing new taps for water service, operating a variety of tools and equipment such as back hoes, front end loaders, dump trucks, jet rodder, vacuum truck, rubber tire loader, excavator, gas detector, leak detector, tapping machine, cutting torch, jack hammer, and other equipment in support of maintenance and construction operations. The Municipal Operator 3 performs general labour and operates a variety of light and heavy-duty equipment according to training and experience and carries out these duties in compliance with all policies, procedures, regulations and legislation that may be in effect, specifically relating to the health and safety of staff.

**Duties and Responsibilities:**

- Work with staff involved in water and wastewater facilities and systems operations, maintenance and repair work, ensuring work is planned, prioritized, assigned, supervised and reviewed as required
- Evaluate operations and activities, making recommendations for improvements and modifications
- Prepare various reports on operation and activities
- Works with co-employees to correct deficiencies
- Answer questions and provide information to the public
- Investigate complaints and recommend corrective action as necessary to resolve complaints
- Participate in the full range of water and wastewater treatment operations, maintenance, and repair duties including performing the most difficult duties assigned to the work unit.
- Check water and wastewater facilities and equipment for needed maintenance and repairs. Inspect the work of staff while in progress; provide advice and assistance.
- Maintain time, material and equipment use records; requisition supplies and materials.
- Perform related duties as assigned.
- Assist in the performance of construction assignments in the utilities area.
- Assist in the planning and preparation of work assignments relating to monitoring and operating utilities systems (water and waste water systems).
- Perform work in compliance with quality management and control systems as well as relevant legislation and safety procedures applying to the utilities area.
- Operate computer-controlled monitoring and measuring equipment under supervision.

- Assist in grounds keeping, operating a variety of equipment including push mowers, trackless mowers, “weed eaters”, tillers, etc., and perform regular and routine maintenance and repairs on that equipment and coordinate repairs other than routine maintenance through the Public Works Manager;
- Operation of loader, grader, dump truck, sander, or sidewalk sweeper in accordance with training levels.
- Repair and maintenance of water and sewer lines and mains.
- Repair and maintenance of all municipal equipment as needed per qualifications to perform such maintenance.
- May be required to supervise summer students or staff ensuring that they are properly trained in the safe operation of town equipment in accordance with all policies, procedures, regulations and legislation specifically with regard to Occupational Health and Safety;
- Any other duties that may be assigned by the Public Works Manager;
- Participate in any training or education opportunities requested by Public Works Manager.

**Knowledge, Skills and Abilities:**

- Ability to complete daily maintenance – climbing up and down machine to fuel and service
- Physically fit to undertake physical labor tasks such as blade changes which require lifting 50-80 lbs.
- Ability to undertake manual labour (such as power saw work or sign replacement).
- Ability to sit in a machine for extended periods of time
- Ability to keep records of road maintenance and complete other paperwork in compliance with records management practice.
- Ability to work outdoors, in inclement weather and on uneven surfaces
- Ability to work overtime, when needed
- Ability to maintain a high degree of professionalism and integrity.
- Ability to function as a member of the team and ability to work independently with minimal supervision.
- Ensure all operations are performed in a safe manner and in accordance with the Town of Beaverlodge policies and the law as set forth by Alberta Occupational Health & Safety Act, Regulations and Code, as changed or amended from time to time.
- Ability to ensure all work-related information is kept confidential and in accordance with the Freedom of Information and Protection of Privacy Act

Qualified candidate must have at least 5 (five) years’ experience with underground utilities, experience with dual plane laser level and experience with ditching, sloping and earthworks.



Box 30, 400 - 10th Street  
Beaverlodge, AB T0H 0C0

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**Working Conditions:**

Exposure to: noise, outdoors, vibration, chemicals, mechanical and electrical hazards, dirt, fumes, heat, cold, dampness and travel to different sites and locations. Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb. Incumbents must be available to respond to emergency call-outs or disasters beyond our control.

*Hourly Wage: \$32.65 - \$35.31*

*Comprehensive Benefits Package which includes LAPP*

*Monday-Friday, 40 hours/week*