

PUBLIC WORKS OPERATOR II POSITION DESCRIPTION

PURPOSE OF THE POSITION

The Public Works Operator is responsible for assisting with the operation, maintenance, and repair of municipal infrastructure, roadways, parks, stormwater systems, and associated public works assets to support safe and reliable municipal service delivery within the Town of Redwater.

SCOPE

Reporting to the Public Works Manager, the Public Works Operator is a member of the Public Works Team and is responsible for assisting with the safe and effective operation and maintenance of municipal infrastructure, roads, parks, stormwater systems, equipment, and related operational activities.

The Public Works Operator II position focuses on independent operation of light municipal equipment and ongoing development of operational competencies.

RESPONSIBILITIES

Public Works Operations and Maintenance:

- Assist with maintenance and repair activities related to municipal roads, lanes, sidewalks, stormwater systems, parks, cemeteries, and related infrastructure.
- Perform daily and weekly operational duties including garbage patrols, debris cleanup, sign maintenance, vegetation control, and general labour activities.
- Assist with inspection and maintenance of stormwater infrastructure including catch basins, culverts, and drainage systems.
- Assist with cemetery maintenance and plot preparation activities as required.
- Participate in seasonal operational activities including snow removal, sanding, street cleaning, mowing, and vegetation maintenance.

Equipment Operations:

- Operate Town equipment and tools in a safe and effective manner in accordance with training and authorization levels.
- Assist with daily safety inspections, cleaning, fueling, and minor maintenance of Town equipment.
- Report equipment maintenance or repair requirements to the Public Works Manager.
- Assist with maintaining equipment maintenance records and operational documentation.

- Equipment operation shall only be performed where appropriately trained, competent, and authorized by the Employer.

Roads and Surface Infrastructure:

- Assist with roadway maintenance activities including pothole repair, grading assistance, asphalt patching, sign installation, and traffic control setup.
- Assist with hauling and material handling activities as required.
- Assist with setup and maintenance of traffic control devices and signage.

Other:

- Documentation of daily operational activities as required.
- Participate in departmental on-call rotation as required.
- Assist other Town departments as directed.
- Deal with residents and members of the public in a courteous and respectful manner including responding to or reporting concerns.
- Assist with maintaining Public Works facilities, shops, and operational areas in a clean and orderly condition.
- Attend work related training, workshops, and seminars as required.
- Adhere to the Town of Redwater Health and Safety Program and Municipal Code of Ethics.
- Maintain accurate operational records and participate in asset management data collection activities as required.
- Perform other related duties as assigned by the Public Works Manager or General Manager - Operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- High School Diploma or equivalent.
- Valid Class 3 Alberta Motor Vehicle Operator's Licence with Q Endorsement.
- Minimum three (3) years experience in municipal operations, public works operations, or heavy equipment operations.
- Formal training and demonstrated competency operating municipal equipment including:
 - Backhoe
 - Plow truck and sanding equipment
 - Tractor operations
 - Industrial snowblower equipment
 - Tractor and Schulte rough-cut mower operations
 - Loader and hauling equipment

- Mechanical aptitude and ability to perform minor equipment maintenance and troubleshooting.
- Load Securement training required or willingness to obtain.
- Ground Disturbance training required or willingness to obtain.
- Relevant equipment operation or safety certifications considered an asset.
- WHMIS, First Aid, and CPR certifications considered assets or willingness to obtain.

Skills:

- Effective verbal and written communication skills.
- Ability to work independently with minimal supervision.
- Ability to coordinate operational tasks and prioritize workloads.
- Ability to provide assistance and guidance to junior operators when required.
- Ability to respond appropriately to operational issues and public inquiries.

Personal attributes:

- Honest, trustworthy, and respectful.
- Flexible and adaptable.
- Demonstrate strong work ethic.
- Promote positive community awareness and public relations.
- Demonstrate enthusiasm and willingness to develop operational skills and certifications.
- Maintain professional appearance and hygiene.
- Adhere to the Municipal Code of Ethics.

CERTIFICATION

Employee Signature

Supervisor Signature

Printed Name

Supervisor's Title and Name

Date

Date

I certify that I have read and understand
the responsibilities assigned to this
position

I certify that this job description is an
accurate description of the responsibilities
assigned to the position

Senior Administrative Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.