



COUNTY OF GRANDE PRAIRIE JOB DESCRIPTION

JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
Heavy Equipment Operator II	TO Grid Level 2(b)	28
NOC CODE: 7521 STANDARD HOURS: 44 hours/week (non-management)		
JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
Area Foreman	AD Grid Level 6(i)	45
DIVISION	DEPARTMENT	LOCATION
Public Works	Public Works	PW/IT Building

PROGRAM FUNCTION:

The Public Works division is responsible for providing municipal services which include, but is not limited to, construction, maintenance and repair of bridges, streets/roads, storm drains/culverts, and Public Works facilities. The division is also responsible for fleet services, waste management and utilities.

The Public Works Operations department is responsible for the maintenance and construction of roadways, bridges, hamlets and subdivisions, facilities and utilities within the County of Grande Prairie

PURPOSE OF JOB:

Operates the backhoe, track hoe, crawler tractor, buggy, packer, grader, plow truck, gravel truck etc. to construct and maintain roads, load gravel/sand/salt trucks and for construction and maintenance projects. Operator may be generally assigned to one type of equipment but may operate other equipment from time to time and perform related duties.

Job Duties and Tasks May Include:

1. Operating various pieces of heavy equipment in a safe and appropriate manner
2. Clean, maintain and secure all equipment as directed by legislation, policies and procedures
3. Haul gravel to summer projects

4. Operate loader and backhoe to load trucks
5. Plow and sand roads during winter
6. Keeping detailed and accurate records of work completed (i.e. loads hauled and locations)
7. Communicate with co-workers and supervisors
8. Participate in safety meetings
9. Deal with members of the public in a courteous, respectful manner
10. Provide labour or other related duties as assigned.

Special Sign/Drill Truck HEO II Duties May Include:

1. Operate the sign drill truck
2. Daily check of sign work orders & grader blades for delivery
3. Prioritize & repair downed signs a.s.a.p. in accordance with Alberta Transportation's recommended practices
4. Understand Manual of Uniform Traffic Control Devices for Canada & Alberta infrastructure Road Sign Catalogue
5. Know County grid system as well as rural addressing system
6. Aid sign shop with County sign installs/repairs, including RR/TWP & rural address signs
7. Deliver grader blades & remove used blades as required
8. Pick up used grader oil drums & dispose of at County shop as required
9. Ensure grader blades are stocked & organized in yard
10. Aid other County departments in requested picker operations
11. Operate bobcat in yard, incl. snow removal
12. Purge County campground water lines & winterize with antifreeze
13. Data input to sign inventory system
14. Additional duties as requested

Special Dust Control HEO II Duties May Include:

1. Coordinating dust control operations
2. Communicating with the public regarding the dust control program
3. Checking road conditions, reporting safety issues
4. Administrative tasks related to the dust control program
5. Maintaining the dust control map

Paver HEO II Duties May Include:

1. Understanding and executing paving procedures
2. Daily maintenance and cleaning of equipment
3. Setting up feed sensors and flow
4. Setting up and using automatic grade and slope control
5. Correct placement of materials
6. Adjusting screed crown and strike off
7. Ability to operate equipment in a straight line
8. Using proper paving speed to match truck delivery

9. Additional duties as requested

QUALIFICATIONS STATEMENT

Education and Experience:

- Grade twelve diploma or equivalent, supplemented with five or more years in equipment operation
- An appropriate Equipment Operators license
- Class 1 driver's license is an asset; Class 1 driver's license required to operate some equipment

Knowledge, Skills and Abilities:

- Knowledge of construction equipment safety
- Knowledge of operation of front-end loaders, dozers, graders and other pieces of heavy equipment
- Knowledge of equipment maintenance and storage
- Knowledge of road construction and maintenance techniques
- Strong mechanical aptitude with ability to perform routine equipment maintenance
- Exceptional organizational abilities with task prioritization, multi-tasking, use of timelines and time management techniques
- Strong work ethic
- Professional/mature demeanor under stressful situations
- Ability to work in a fast-paced environment
- Ability to work independently in a busy environment
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Strong attention to detail
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Physical ability to lift up to 80 lbs to complete heavy work and physical labour duties
- Ability and willingness to work overtime
- Ability and willingness to work night shift to plow snow in winter
- Ability to complete heavy work and physical labour duties
- Ability to work in extreme weather conditions
- Due to the hazards associated with operating heavy equipment, this position places special prohibitions on working while under the influence of drugs, alcohol or prescribed medications

Core Competencies

- Teamwork
- Customer-Service Orientation
- Interpersonal Skills
- Communication
- Confidentiality
- Record Keeping
- Quality Orientation
- Time Management
- Accountability and Dependability
- Operating Equipment
- Energy and Stress

Training Matrix:

- Defensive Driving / Winter driving fundamentals
- WHMIS
- Musculoskeletal Injury Prevention – Industrial Ergonomics
- Working Alone
- Workplace Violence Prevention
- Staff Intranet
- GIS
- Flagsperson
- Hazard Identification, Assessment & Control
- First Aid including AED preferred
- Fire Extinguisher preferred

Class 1 Regulated Drivers will also require:

- Hours of Service
- Load Securement
- Weights & Dimensions
- Vehicle Inspection
- Fatigue Management
- TDG

JOB DESCRIPTION CERTIFICATION:

I have read this job description:

Incumbent's Signature

Name (print)

Date

This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

Supervisor's Signature

Name (print)

Date

This Job Description is in the appropriate format and contains sufficient data for its evaluation in the County Job Evaluation Plan:

HR Manager's Signature

Name (print)

Date