

**REPORTS TO:** Landfill Manager or Superintendent of Municipal Operations

**JOB SUMMARY:** The Public Works Equipment Operator – Landfill is responsible for completing environmental health tasks at the Outlook Regional Landfill, as well as operating and maintaining equipment. From time-to-time they may be called on to assist with transportation and utilities tasks. A Public Works Equipment operator is expected to work individually as well as part of a team within the structure of an approved work schedule. The work schedule is 40 hours per week, Tuesday to Saturday with minimal overtime or weekend work.

**COMPETENCIES:**

- Good team working ability with an emphasis on communication within departments and with supervisor
- Strong Work Ethic – trustworthy, honest, dependable, resilient, proactive, innovative and purpose driven
- Work with minimal supervision, ability to effectively organize and prioritize responsibilities, ability to remain calm in all situations
- Understanding of the Occupational Health and Safety Act and a sign commitment to work safely
- Demonstrate dedication to the position and community
- Development of mechanical skills
- Demonstrate ability to problem solve, operate machinery equipment in sometimes high stress situations and make critical decisions, quickly and efficiently
- Willingness to cross-train for other tasks and move up within the organization if possible
- Follow Standard Operating Procedures (SOP's) for task performance, equipment maintenance, safety, record maintenance, and reporting
- Experience in operating heavy/construction equipment is a requirement
- Ability to work in high traffic/pedestrian areas while being cognizant of all hazards while operating equipment
- Knowledge of specific design features of different powered mobile equipment and heavy equipment
- Ability to understand and assess risk, implement appropriate control hazards
- General understanding of preventative maintenance, and regular maintenance tasks

**DUTIES:**

- Primarily operate Municipal Equipment including, but not limited to: compactor, front end loader, tractor, genie lift, skid steer, tractor, backhoe
- Work safely at all times by adhering to safe work practices as provided by the Town of Outlook
- Ensure high standards of workmanship and efficiency with a keen eye to integrity and honesty
- Some manual outdoor labour including medium to heavy lifting
- Familiarity with and compliance with all internal policies and procedures in the Operations Management Plan, bylaws regulating the operation of the Landfill, Emergency Response Plan and Town of Outlook Employee Policies
- Providing guidance to landfill customers and supervising disposal, storage and removal activities
- Conducting inspections as directed by the Supervisor
- Maintaining facilities, grounds and equipment
- Supervision of correct disposal of recyclables such as used oil and cardboard and informing Supervisor if storage facilities are nearing capacity
- Communicating issues, concerns or violations to Supervisor
- Thorough familiarity with the following plans: Health and Safety Management Plan, Emergency Response Plan, Monitoring Plan, Operations Management Plan, Asbestos Management Procedure
- Providing visitors with a copy of the Visitor's Safety Policy and Map
- When not engaged specifically in Landfill duties, assisting with day-to-day functions of public works including but not limited to:
  - Traffic control, including but not limited to, the maintenance of street signs, traffic control signs and traffic signals as well as flagging traffic during street maintenance
  - Drainage, including but not limited to, clearing debris and blockages from catch basins, removing weeds and debris from ditches, and operating pumps
  - Mowing grass with various pieces of equipment and trimming with gas powered snipper
  - Snow removal – using buckets, plow blade, and snow blower attachment for front end loader
- Other tasks as assigned by the Supervisor

**OPPORTUNITIES FOR ADVANCEMENT:**

- The Town of Outlook is committed to providing training opportunities for all of its employees which will advance the skills and certifications, compensation is commensurate with skills and certifications obtained prior to and during employment with the Town of Outlook
- All team members are supported to seek professional development opportunities to advance their careers within the team

**REQUIREMENTS:**

- Valid class 5 Saskatchewan driver's license, Satisfactory Driver's Abstract Report
- Minimum Completion of Secondary Education Grade 12 or equivalent
- Satisfactory Criminal Record Check including Vulnerable Sector Check

**Any interested candidates are welcome to forward their cover letter and resume to the attention of:**

**Luke Lockhart, Superintendent of Public Works - [pw.outlook@sasktel.net](mailto:pw.outlook@sasktel.net)**

**Or by mail to: Town of Outlook Box 518 Outlook, SK S0L2N0**

*Applications will be accepted until the position is filled.*