

REPORTS TO: Public Works Foreman

JOB SUMMARY: The Public Works Equipment Operator is responsible for completing various transportation, utilities and environmental health tasks, as well as operating and maintaining equipment. 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, Monday to Friday 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: motor grader, street sweeper, backhoe, skid steer, front end loader, tractor, genie lift, forklift, garbage truck
- 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
- Assisting with day-to-day functions of the department including but not limited to:
 - o Street maintenance, including but not limited to: gravelling, grading, patching, crack sealing, painting street lines, hydrants, and curbs, dust suppressant, snow removal, sanding, sweeping streets and de-icing sidewalks
 - o 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
 - o Drainage, including but not limited to, clearing debris and blockages from catch basins, removing weeds and debris from ditches, and operating pumps
 - o Maintenance of Public works facilities including sewage lagoon, pump house and sanitary sewage lift stations, water treatment plant, curb stops, valves and fire hydrants
 - o Mowing grass with various pieces of equipment and trimming with gas powered snipper
 - o Compost pickup including grass clippings, leaves and garden refuse
 - o Branch pickup and proper identification of tree species to ensure sorting of Dutch Elm
 - o Tree trimming on boulevards and Town properties
 - o Mount and remove Christmas lights decorations on light standards
 - o Vehicle and equipment inspections and maintenance following a check list and using maintenance logs
 - o Snow removal – using buckets, plow blade, and snow blower attachment for front end loader
 - o Grade and maintain gravel surfaces
 - o Use equipment for asphalt overlay repairs on roadways
 - o Minimal assistance at landfill with gate entrance procedures following SOP's as well as earth moving and litter control
- Other tasks as assigned by the Foreman

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 Secondary Education – Completion of Grade 10 or equivalent or GED 12
- 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
Or by mail to: Town of Outlook Box 518 Outlook, SK S0L2N0

Applications will be accepted until the position is filled.