



Employment Opportunity

Equipment Operator I (Temporary, 6 months)

The Town is seeking an energetic, dynamic individual for the position of Equipment Operator I. The successful candidate will be strongly devoted to public service, be team orientated, innovative and result driven. This person will be part of a great team performing various assigned duties in relation to the operations and maintenance of the Town of Westlock Operations Department.

You will be working in a vibrant community of 4,921 just 85 kilometres north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the new Rotary Spirit Centre multi-plex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need. Your co-workers are focused on providing great public service and having fun while doing so.

As a key player in our team you will have the following qualifications:

- general maintenance experience for municipal roads, water, storm and sanitary sewer infrastructure systems;
- demonstrated proficiency in the operation of general heavy equipment;
- valid Alberta Class 5 operator's permit; air brakes endorsement would be an asset;
- SFA, CPR, WHIMS and TDG certification would be an asset; and
- minimum Grade 12 education or equivalent.

Drivers abstract and Criminal records check will be required at interview.

The Town of Westlock offers a competitive salary. Successful candidates must become a member of CUPE Local 3047. Hours of employment are 0730 to 1630 hours, Monday to Friday.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however only those selected for an interview will be contacted.

Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780.349-4444
Fax: 780.349.4436
Email: employment@westlock.ca

APPENDIX II

Town of Westlock

Department: **Operations**
Position: **EQUIPMENT OPERATOR 1**

Mission:

As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

Position Summary:

The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Operations Department including support services to other departments of the Town of Westlock. To maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

NOTE: An individual in an existing position shall only be advanced to a higher level upon Completion of the qualifications of the higher level, manager approval and if there is a requirement for an individual at this higher level; the fact that the individual may have the qualifications defined in the job description of a higher level position shall not solely give rise to an increase from the individual's current wage level to the wage rate of the higher level or promotion to the level.

Position reports to:

The designated supervisor and/or superintendent of the Operations Department.

The following job description is to be reviewed periodically.

1. General Duties

- 1). Safely perform various assigned duties related to the overall maintenance of the Operations Department and other agencies of the Town of Westlock.
- 2). To provide general maintenance and/or assistance for all municipal infrastructure systems.
- 3). To provide general knowledge of municipal infrastructure systems.
- 4). To provide general operation of the Operations Department's small hand tools, power tools, light and heavy equipment.
- 5). Complete assigned duties with no supervision.
- 6). Periods of strenuous physical work may exist.
- 7). Perform other duties as assigned by the designated supervisor.
- 8). Shall assist with animal control when required.

2. Communication/Public

The Equipment operator I shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

- 1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
- 2). Being a respectful ambassador of the Town.
- 3). Maintain a professional appearance.

3. Responsibilities

- 1). Ensure assigned duties are completed in a safe and timely manner.
- 2). Participation required in departmental safety and operational staff meetings.
- 3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
- 4). Work together with other employees in a team effort, stressing cooperation and good communication between staff.

4. Qualifications

- 1). General experience in Labourer and equipment duties within a municipal environment.
- 2). General experience with hand and mechanical tools.
- 3). General experience and operation of light/heavy equipment in relation to various facility equipment.
- 4). Demonstrated proficiency in the operation of a minimum four (4) pieces of specified equipment identified in Appendix II-A.
- 5). General knowledge of various municipal infrastructure systems.
- 6). Valid Alberta Class 3 Operator's permit an asset, but not required.
- 7). Air Brakes Endorsement.
- 8). Basic knowledge of computer programs/applications.
- 9). Standard First Aid/CPR certificate.
- 10). WHMIS/TDG certification.
- 11). Equipment Safety.
- 12). Trenching Safety.
- 13). Education minimum Grade12 or equivalent.

Signatures:

1. I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee Signature

Date

Department Manager
Signature

Date