



TOWN OF REDCLIFF POSITION DESCRIPTION

Title: Municipal Works Operator 2

Pay Grid: Operator 2

Job Summary: The Operator 2 is responsible for assisting in the maintenance, repair, and operation of various infrastructure systems within the Town of Redcliff. This includes tasks related to water and wastewater collection and distribution, garbage collection, road maintenance, and operating a range of light to heavy-duty equipment.

Position Requirements:

- Must have and maintain a valid Class 5 Driver's License and may be required to have or obtain a Class 3 Alberta Driver's License with air brakes endorsement depending on the needs of the department and Town.
- High school diploma or equivalent.
- 3 years experience in municipal infrastructure maintenance or a related field is preferred.
- Knowledge of water distribution systems, sewer systems, road maintenance, and waste management practices.
- Ability to operate a range of light to heavy-duty machinery and equipment safely and effectively. Must be able to demonstrate satisfactory ability to operate a variety of equipment that is utilized in a municipal environment through competency tests, routine maintenance and pre-trip inspections.
- Strong teamwork and communication skills.
- Basic computer literacy for record-keeping and reporting.
- Physical stamina and ability to perform manual labor in various weather conditions.
- Must have the ability to work diligently within Town policies and procedures.
- Must be able to demonstrate satisfactory ability to operate a variety of equipment that is utilized in a municipal environment.
- Must have work or personal experience that would demonstrate the ability to work independently and unsupervised, show self-motivation, and to demonstrate sound judgement and decision-making abilities.
- Ability to take initiative to identify and report problems.

Relationships and Contacts:

Supervisor: Municipal Works Supervisor

Subordinate: N/A

Responsibilities:

1. Water System Maintenance:
 - Assist in the repair and maintenance of water distribution systems, including pipes, valves, hydrants, and meters.
 - Conduct routine inspections of water infrastructure, identifying and reporting any issues or abnormalities.
 - Assist in the installation and repair of water mains, service lines, and related equipment.
 - Support in responding to water emergencies, such as leaks or line breaks.
2. Sewer System Maintenance:
 - Assist in the maintenance and repair of sewer systems, including sewer lines, lift stations, and manholes.
 - Participate in the inspection and cleaning of sewer lines.



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- Collaborate in the repair and replacement of damaged or malfunctioning sewer components.
 - Assist in responding to sewer backups or blockages as needed.
3. Garbage Collection and Waste Management:
- Participate in collection routes, ensuring timely and efficient service.
 - Operate garbage trucks and other relevant equipment to facilitate waste collection.
 - Assist in the maintenance and repair of garbage containers.
4. Road System Maintenance:
- Assist in road maintenance activities, including pothole patching, crack sealing, and street sweeping.
 - Support snow removal operations during winter months, including plowing, sanding, and salting.
 - Assist in the installation and maintenance of road signs and pavement markings.
 - Participate in the repair and maintenance of sidewalks, curbs, and other pedestrian infrastructure.
5. Equipment Operation:
- Operate a variety of light to heavy-duty equipment, such as pickup trucks, backhoes, loaders, dump trucks, and excavators, in a safe and efficient manner.
 - Perform routine inspections and basic maintenance of equipment, reporting any issues to the heavy-duty technician.
 - Follow established safety protocols and maintain a clean and organized work environment.
 - Assist in the loading and unloading of materials and equipment as required.
6. General Support:
- Provide assistance to other municipal departments as needed.
 - Collaborate with team members on various projects and assignments.
 - Follow municipal policies, procedures, and guidelines at all times.
 - Maintain accurate records and reports related to work activities.
 - Ensures that a positive image is portrayed to the public indicating the municipality's commitment to excellence in service for the residents of the Town of Redcliff.
 - Will be responsible for ensuring active participation in all health and safety programs and policies as deemed appropriate by the organization.
 - To perform the actual physical labour as required for the maintenance or construction of all municipal facilities and infrastructures.
 - To perform routine maintenance on equipment and facilities as required.
 - May be required to participate in a rotating schedule for after hours stand by and call out duties as assigned.
 - To perform other related duties as assigned.

Approved: _____

Municipal Manager

Approved/Revision Date: _____

May 26, 2023