

TOWN OF TWO HILLS
Job Description

POSITION TITLE:	Operator
REPORTS TO:	Public Works Foreman
SUBORDINATE POSITIONS:	None

POSITION SUMMARY:

Operate power driven equipment, inspect and maintain mechanical aspects of all utility services. Assist with machinery operation and ensure employees comply with all aspects of safety requirements.

DUTIES AND RESPONSIBILITIES:

1. Mechanical maintenance of water and sewer systems as required.
2. Operation of large equipment, such as but not limited to; grader, backhoe, loader, gravel truck and street sweeper.
3. Operation and supervision of grass cutting equipment as required.
4. Conduct general maintenance and minor repairs to all town owned buildings, facilities and structures.
5. Ensure maintenance of town owned equipment.
6. Planning, directing and completing removal of snow and ice from town owned streets and sidewalks.
7. Ability to interpret blue prints, plans and specifications.
8. Maintain good public and customer relations.
9. Ability to carry out written and oral instructions.
10. Adhere to all safety procedures as mandated by legislation and policy.

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11. Act as crew boss or lead hand when directed by Town Foreman in the absence of the Public Works Foreman and Lead Hand.
12. Ensure shop and equipment is kept clean.
13. Perform manual labour duties as required.
14. Availability for on-call.
15. Perform other related duties, as may be assigned from time to time by the Public Works Foreman or Lead Hand.

EDUCATION AND EXPERIENCE PREFERRED:

1. Grade 12 education.
2. Mechanically inclined.
3. Three to five years experience in the operation of large equipment.
4. Excellent interpersonal skills and good customer relations skills.
5. Ability to work without supervision.
6. Valid Class 3 drivers license.