



## Position Description

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**POSITION TITLE:** Motor Grader Operator (Divisional)

**DEPARTMENT:** Public Works

**REPORTS TO:** Assistant Public Works Director

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### **SUMMARY OF POSITION:**

The Divisional Grader Operator will endeavor to keep roads and back roads within his assigned division in reasonable driving condition free of washboard and excessive snow accumulations. Labour related duties need to be completed as assigned by supervisor. All work performed is to be executed in keeping with the following Starland County policies: County Policy for Conduct and Ethics, Company Rules, Starland County Safety Policy, and the Snow Removal Policy, as well as all Provincial and Federal Regulations applicable to this position.

### **RECOMMENDED TRAINING & QUALIFICATIONS:**

- Grade 12 education or higher is desired. A combination of education and experience will be taken into consideration.
- A valid Class 3 Alberta driver's license with a "Q" endorsement, although a Class 1 license with air brake endorsement is preferred. A driver's abstract must be provided upon request.
- 3 years of grader operating experience.
- Must be bondable.
- Must have good working knowledge of summer and winter grader operation. This includes the operation of a wing and V-plow, scarifier, ripper and Sanvik grader blades and conventional grader blades.
- Must be capable of performing minor repairs to the grader and able to assist mechanical staff with repairs when required to do so.
- Must be adaptable to change in methods of work and new technology.

### **RECOMMENDED TRAINING:**

- Equipment operation training in related fields. These courses include grader operation, loader operation, truck operation as well as construction equipment operation etc.
- Safety Training in various courses offered by Starland County such as: First Aid, WHMIS, TDG, Defensive Driving, Ground Disturbance, National Safety Codes and other courses as they are made available.

## **MOTOR GRADER OPERATOR (DIVISIONAL) JOB DESCRIPTION**

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Must report for work in a timely manner to the Public Works Maintenance facility in Morrin, or to the remote location where the motor grader is stationed.
2. "Working Alone" legislation applies to this position, so the operator must report to the Work Alone call center daily and the Supervisor. As well you are required to call in when working on evenings or weekends.
3. Maintain gravel surface, non-gravel surface and oil bound surface roads as directed by the Public Works Director.
4. Spread gravel to accommodate the gravel program within the appointed area.
5. Work priorities will include the maintenance of school bus routes and higher traffic volume roads.
6. Grader operators assigned to a Division are expected to complete a circuit including all gravel surface road within their Division on a three week cycle under normal conditions.
7. Keep equipment assigned to him clean and in good repair advising the supervisor of all related concerns.
8. Operate all equipment in a safe and competent manner.
9. Inspect equipment daily by performing a walk around inspection at the beginning and end of each shift.
10. Ensure assigned equipment is serviced within the schedule of service.
11. Complete and submit Repair Request forms for required repairs.
12. Must report all incidents, injuries, near misses and potential liabilities to the Public Works Director & Safety Officer.
13. Compile maps showing daily road coverage and submit the maps to the Public Works Director on a bi-weekly basis.
14. Compile gravel requirement reports for the Annual Gravel Program.
15. Complete legible and accurate time sheets at the end of each shift.
16. Keep an up-to-date daily journal recording work activities and daily events.
17. Assist with the application of dust control products and periodically repair existing dust control strips in front of residences in Starland County.
18. Replace damaged or missing road signs within the assigned division during periods when road surface maintenance cannot be performed.
19. Perform periodic road inspection to ensure drainage is functional and ensure all erosion concerns are reported to the supervisor.
20. Assist in all aspects of Public Works activities when road surface maintenance is not possible or not required.
21. Must have the physical ability to lift 44 pounds (20 kg) and be physically fit enough to assist with changing blades, routine maintenance and other assigned duties.

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22. Maintain courteous relations with the public, other contractors, council members and other co-workers
23. Must be able to follow work place safe work procedures, policies and regulations, and have their subordinates to follow the same
24. Any other duties assigned by the Public Works Director, Assistant Public Works Director or the Chief Administrative Officer

### **SAFETY COMMITMENT:**

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position requires operation of County vehicle making it a safety sensitive position, so drug and alcohol testing is required on hiring.

\*Revised as of August 2024