



Position Description

POSITION TITLE:	Gravel Checker
DEPARTMENT:	Public Works
REPORTS TO:	Assistant Public Works Director

SUMMARY OF POSITION:

Under the administration direction of the Public Works Director and/or designate, the Gravel Checker shall perform skilled work in the operation of equipment and vehicles.

RECOMMENDED TRAINING & QUALIFICATIONS

- High School Diploma or GED Equivalent
- Experience in operating and maintaining heavy trucks and equipment
- A minimum Class 3 Drivers license
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, National Safety Codes and others as applicable
- Other credentials and certificates required by Starland County

KEY DUTIES AND RESPONSIBILITIES

1. Responsible for gravel checking during the gravel program and road construction
2. Operating of loaders and tandem trucks
3. Keep detailed and accurate daily records of gravel and other material being hauled from County Pits
4. Responsible to follow workplace safe work procedures, policies and regulations
5. Responsible to hold Toolbox and Job Hazard meetings weekly or daily if necessary
6. Reporting to the Public Works Director, Assistant Public Works Director or the County Peace Officer if contract truckers are disobeying traffic laws or safe work practices
7. Reporting to the Public Works Director, Assistant Public Works Director or the County Peace Officer of damages or malfunctions of operated equipment / trucks and trailers
8. Reporting to the Public Works Director or Assistant Public Works Director of any missing, broken, or damaged regulatory signs

9. Perform routine checks on roadways for safety concerns for the travelling public and best route for hauling gravel
10. Ensure safe work practices are observed at all times
11. Maintain courteous relations with the public, other contractors, council members, and other co-workers
12. Perform all other duties assigned by the Assistant Public Works Director, 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 upon hiring.

*Revised as of August 2024