



Position Description

POSITION TITLE:	Spare Motor Grader Operator
DEPARTMENT:	Public Works
REPORTS TO:	Assistant Public Works Director

SUMMARY OF POSITION:

The Spare Grader Operator will endeavor to keep roads and back roads in reasonable driving condition free of washboard and excessive snow accumulations. Labourer 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

- High School Diploma or GED Equivalent
- A valid Class 3 Drivers License with a "Q" Endorsement. A Class 1 License with air brake endorsement is preferred.
- 3 Years of Grader Operating Experience
- 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.
- Capable to performing minor repairs to the grader and able to assist mechanical staff with repairs when required to do so.
- Equipment Operation Training in related fields. These courses include grader operation, loader operation, truck operation as well as construction equipment operation etc.
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, TDG, Defensive Driving, Ground Disturbance, 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