



Mountain View
COUNTY

EMPLOYMENT POSTING FTE

HR02-2008(10)

Equipment Operator(s) – Operational Services

Supervisor: Field Supervisor (Paved or Gravel)

Position Summary:

Reporting directly to the Field Supervisor - responsible to carry out assigned tasks related to the installation, maintenance and repair of County owned facilities, equipment, roadways, approaches, signage, ditches, and culverts. In cooperation with the Manager of Infrastructure Maintenance, Field Supervisors and Operational Lead Hands, provides input for planned work activities and takes a proactive role in determining staff, equipment and materials required to effectively complete assigned tasks. Monitors preventative maintenance repairs and emergency activities for all municipal infrastructure. Ability to operate a variety of equipment that is used in all areas of operational services and to fulfill operational services duties, enhancing customer service levels and maintain municipal assets. Promotes and participates in the County safety program and practices.

Requirements:

- Completion of Grade 12 or GED equivalent; and possession of a minimum Class 3Q AB License with Air – Preference given to those candidates possessing a clean abstract and a Class 1AB License;
- Three (3) to five (5) years of progressive experience in an operational services or related field; with the ability to safely and efficiently operate light and heavy equipment/trucks used in Infrastructure Maintenance;
- Competent working knowledge in the care and use of all tools and equipment common to this position;
- Ability to communicate effectively using courtesy, tact and discretion in dealing with requests, complaints and clarification of information;
- Ability to use good judgement to interpret, analyze and modify methods and procedures;
- On Call availability and shift work may be required during peak periods of operational requirements;
- Workplace Hazardous Material Information System (WHMIS) Certificate and familiarity with sections of the Occupational Health and Safety Act that apply to municipal operations; and
- Physical capability to perform the job duties required.

Please contact or call our Human Resource Department at (403)335-3311 ext 194, Fax Number: (403)335-9207 for more information – Forward all resumes and inquiries, in confidence, to Human Resources, Mountain View County - PO Bag 100, Didsbury, AB T0M 0W0 – Email: hr@mountainviewcounty.com.

Only those resumes marked to the attention of Human Resources will be considered in the recruitment process.

Posting Cut Off for Applicants: Wednesday, March 26th, 2008 - Noon

We wish to thank all applicants for their interest; however, only those selected for interviews will be contacted.



Mountain View
COUNTY

EMPLOYMENT POSTING

Two (2) FTE Positions Available

NEW

HR02-2008(9)

Field Supervisor(s) – Operational Services

OP-I – Pay Band starting at \$74,268/per annum

Supervisor: Manager Infrastructure Maintenance

Position Summary:

Reporting to the Manager of Infrastructure Maintenance, this individual is responsible for the efficient and effective supervision of Infrastructure Maintenance department projects; oversees staff and use of equipment in the provision of infrastructure maintenance services. Will also directly supervise, schedule and direct staff and contractors involved in maintenance, repair and construction; conducts final inspections on infrastructure maintenance work performed by staff and contractors.

Requirements:

- Completion of Grade 12 or GED equivalent; preference given to candidates possessing a Public Works Supervisor Certificate – Level II;
- Five (5) years of progressive supervisory experience in an operational services or related field;
- Valid Class 3 AB Drivers License – Air (Q) Endorsement;
- Proven ability and knowledge of road maintenance activities, construction specifications and methodologies;
- Competent working knowledge in the care and use of all tools and equipment common to this position; ability to use Microsoft Products, Excel, Word and Email; and
- Physical capability to perform the job duties required.

Please visit www.mountainviewcounty.com, or call our Human Resource Department at (403)335-3311 ext 194, Fax Number: (403)335-9207 for more information – Forward all resumes, in confidence, to Human Resources, Mountain View County - PO Bag 100, Didsbury, AB T0M 0W0 – Email: hr@mountainviewcounty.com. *Only those resumes marked to the attention of Human Resources will be considered in the recruitment process.*

Posting Closes When Suitable Candidate is Found

We wish to thank all applicants for their interest; however, only those selected for interviews will be contacted.

Draft Job Description - Field Supervisor (Paved – Gravel)

2 FTE 44 hour work week - Salary starting at: OP-I \$74,268 - \$83,581

Summary:

Reporting to the Manager of Infrastructure Maintenance, this individual is responsible for the efficient and effective supervision of Infrastructure Maintenance department projects; oversees staff and use of equipment in the provision of infrastructure maintenance services. Will also supervise, schedule and direct staff and contractors involved in maintenance, repair and construction; conducts final inspections on infrastructure maintenance work performed by staff and contractors.

- Responsible for the day-to-day supervision of assigned infrastructure maintenance crews and their activities; provides daily direction to the functional Lead Hand to ensure that work requirements are met;
- Responsible for the planning and the identification of infrastructure deficiencies, crew schedules, On Call Rotation schedules; will conduct site visits and tailgate health and safety meetings;
- In cooperation with the Manager of Infrastructure Maintenance, will develop, implement and monitor annual and multi-year infrastructure maintenance work programs that satisfy the requirements of County's service delivery standards;
- Ensures related work records and reports concerning work projects and/or repair costs, progress budgets, etc. are maintained;
- Monitors and reports on the activities of contractor work plans and construction schedules and monitors infrastructure staff (both internal and external) to ensure that timelines and standards are met. within the contract with Alberta Highway Services;
- Coordination and supervision of the implementation of both preventative and remedial infrastructure maintenance within the functional area of the Operational Services Department;
- Oversees the coordination of the mobilization of staff and equipment to County work sites;
- Ensures County procedures are followed in the ordering and usage of required maintenance and repair materials; educates, trains, and monitors staff and contractors in approved County standards for service delivery; ensures that work sites and staff adhere to Occupational Health and Safety Standards applicable to the work being performed;
- Performs and oversees the training of staff, both full time and term seasonal on work instructions, procedures, expectations and equipment; authorizes staff time sheets, vacation, leave and overtime forms;
- Responds and investigates, where applicable, requests and complaints from ratepayers, and the general public; takes appropriate action;
- Assigns purchase order and approves expenditures within the spending authority limit;
- In conjunction with the Manager of Infrastructure Maintenance, evaluates and assesses employees in the appropriate position structures for promotions, reclassifications and disciplinary procedures and/or other appropriate action as applicable and implements approved action;
- Participates in the recruitment, evaluating and termination of employees within functional area;
- May respond to after hour call outs and work in inclement weather; may also perform maintenance repair and emergency activities for County infrastructure.

Requirements:

- Completion of Grade 12 or GED equivalent; preference given to candidates possessing a Public Works Supervisor Certificate – Level II;
- Five (5) years of progressive supervisory experience in an operational services or related field;
- Valid Class 3 AB Drivers License – Air (Q) Endorsement;
- Proven ability and knowledge of road maintenance activities, construction specifications and methodologies;
- Competent working knowledge in the care and use of all tools and equipment common to this position; ability to use Microsoft Products, Excel, Word and Email;
- Ability to communicate effectively using courtesy, tact and discretion in dealing with requests, complaints and clarification of information;
- Ability to use good judgement to interpret, analyze and modify methods and procedures;
- Workplace Hazardous Material Information System (WHIMIS) Certificate and familiarity with sections of the Occupational Health and Safety Act that apply to municipal operations; and
- Physical capability to perform the job duties required