



**Town of Claresholm
Internal/External Job Posting
Posted January 11th, 2019**

POSITION TITLE: **Equipment Operator I
 Full-time Temporary Position**

The Town of Claresholm is looking for an enthusiastic, self-motivated team player with the ability to fulfill all the requirements necessary within the demands of this position.

POSITION SUMMARY: Under the general direction of the Director of Infrastructure Services, the position will be part of the public works team which maintains all of the Town's infrastructure and provides Town services such as garbage and recycling as well as water and sewer services in the Town of Claresholm.

Job Duties

- Operate all equipment as necessary to perform all duties as assigned by the supervisor. This includes sanitation, public works and recycling equipment (excludes specific equipment to which the operator has not been trained for and has no experience on).
- Continue training on all equipment and procedures until efficient in all aspects.
- Report any public or operating concerns to the supervisor.
- Perform responsibilities of the position within the legislative and regulatory standards set out in the applicable federal, provincial, and municipal legislation.
- Develop and maintain constructive working relationships with all staff and the public.
- Respond to non-emergency calls as necessary and emergency calls when directed to.
- Participate in professional development activities to improve knowledge and skills
- Perform all other related duties that may be assigned at any time by the supervisor



Job Requirements

- Valid Class 3 driver's license (drivers abstract to be provided) with air endorsement
- Valid Standard First Aid, CPR and Workplace Hazardous Materials Information System (WHMIS).
- Clean criminal record check provided by local police agency.
- Full mobility, good physical fitness and good vision with no colour blindness.
- Familiarity with techniques for interacting with individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.
- Ability to effectively communicate both verbally and in writing.
- Ability to work individually as well as part of a team.
- Demonstrated time management skills.
- Ability to work in all types of weather conditions.
- High level of integrity and work ethic.
- Maintain a high level of cultural sensitivity.
- Maintain a professional appearance, demeanor, and attitude at all times.

COMPENSATION:

Union position with C.U.P.E. Local 3023, 8 hours per day (Monday through Friday 7:00 a.m. to 4:00 p.m.) with an hour lunch break (unpaid).

DEADLINE:

Thursday, January 31st, 2019 at 4:00 p.m.

Resumes and applications can be delivered to Lisa Chilton at the Town of Claresholm Administration Office at 221 - 45 Ave West in Claresholm.

Email to lisa@claresholm.ca with the Subject line **Equipment Operator I.**

Mail to Box 1000, Claresholm, Alberta T0L 0T0.