



Full Time Seasonal Gravel Truck Driver

Maintenance Crew

Vulcan County is accepting applications for a full time seasonal gravel truck driver for the 2024 season. Position start date will be April 8th, 2024 and will end November 8th 2024. Position is based out of the Vulcan Shop.

The chosen candidate will be expected to haul various materials including but not limited to, gravel, clay, culvert and equipment. This position reports to the Road Maintenance Foreman, with supervision assistance provided by the Road Maintenance Lead Hand.

Gravel Truck Driver

- Hours of work: 10 hours/day - Monday to Friday
- A valid Class 1 Alberta Driver's license is required.
- A current 5 year commercial driver's abstract with no more than seven demerits to be provided with the applicants resume.
- Competently and safely operate a truck and gravel trailer, tandem truck and pup and truck and equipment trailer.
- Physically fit to drive prolonged hours and perform manual labour (truck maintenance duties such as greasing).
- Mechanical aptitude with ability to perform daily pre-operation checks on equipment.
- Must be able to work unsupervised and alone
- The ability to read a County map would be an asset but not required.
- Experience hauling equipment would be an asset but not required.
- Experience operating a skid steer and loader would be an asset but not required.
- Hourly remuneration will be based on experience.

**Forward your resume to:
Mike Kiemele, director of Operations
Vulcan County, Box 180, Vulcan, Alberta T0L 2B0
Fax: 403-485-5125 Email: mike.kiemele@vulcancounty.ab.ca**

Applications will be accepted until **Thursday, February 29th, 2024 at 4:30 p.m.**
The County will contact only those applicants we wish to consider. All others are thanked for their interest.



JOB DESCRIPTION TRACTOR TRAILER OPERATOR

SUPERVISOR: Gravel Crew Lead Hand

Approved: June 26, 2023

1. Purpose of Position

- 1.1. This position is designed to assist in the maintenance of roads within Vulcan County through the application of gravel and aggregate products.

2. Organization Structure

This position:

- 2.1. Gravel Crew Lead Hand

3. Program Responsibilities

This position (not listed by priority):

- 3.1. Daily inspection and servicing of equipment (belts, tires, brakes, fuel, grease);
- 3.2. Check all fluid levels on equipment and maintain recommended levels. This is to be done daily at the start of every shift;
- 3.3. Check gauges frequently when operating equipment;
- 3.4. Monitor cutting edges on front end loader and change as required;
- 3.5. Monitor mileage and/or hours for oil changes and major services;
- 3.6. Change flat tires;
- 3.7. Loading and unloading tires for transportation to and from the shop for repair;
- 3.8. Fill out Repair Requests for all repairs and oil changes and hand them in to your supervisor;
- 3.9. Clean out interior of cab and windows daily at the end of shift;
- 3.10. Slow to 50 km/hr when meeting other vehicles on gravel roads;
- 3.11. Tarp loads before leaving the loading area;
- 3.12. Fuel equipment daily at the end of the shift;
- 3.13. Accepts *special duties* and other tasks as assigned. *

** Each incumbent may have special skills and talents. Any **Special Duties** shall be detailed at the end of this document.*

4. **General Duties and Responsibilities**

- 4.1. Ensure that the Occupational Health and Safety program of the County is adhered to, and that all personal protective equipment (PPE) issued to you is in good repair and utilized as intended;
- 4.2. All employees are expected to follow all current policies and bylaws as set by Vulcan County Council; it is the responsibility of the Employee to ensure they have knowledge of the policies and bylaws of Vulcan County.
- 4.3. In the event of a municipal emergency or the declaration of a state of emergency this position shall be considered as a resource which may be called upon by the Director of Emergency Management (DEM).

5. **General Qualifications**

The candidate should have:

- 5.1. High school education or equivalent;
- 5.2. Three (3) years' experience operating Tractor Trailer Equipment;
- 5.3. Ability to learn and adapt to changing conditions.

6. **Required Qualifications:**

The incumbent must have:

- 6.1. Knowledge of General County Operations;
- 6.2. An ability to maintain professional and personal confidences;
- 6.3. An ability to deal courteously and effectively with co-workers, members of the public, and maintain confidentiality with sensitive information and issues;
- 6.4. Valid Alberta Class One (1) driver's license and drivers abstract with no more than seven (7) demerits at the time of appointment and throughout employment in this position;
- 6.5. Experience in hauling heavy equipment;
- 6.6. Strong knowledge in load securement;
- 6.7. Able to load and unload all County Equipment on a 16-wheel trailer, or any other trailer that is required;
- 6.8. Operate a Wheel Loader;
- 6.9. Must have Emergency Management training to an ICS 100 level within the first 18 months of employment.
- 6.10. Willingness to take all training courses that apply to this position.

7. **Special Duties**

7.1. _____

7.2. _____

7.3. _____

APPROVAL



Chief Administrative Officer

June 26, 2023
Date