



Full Time Seasonal Mower Operator

Mower Crew

Vulcan County is accepting applications for a full time seasonal mower operator for the 2024 season. Position start date will be April 8th, 2024 and will end October 18th, 2024. Position will be based out of the graders sheds in the assigned area.

The chosen candidate will be expected to mow the shoulders of the gravel roads in their assigned area as their main task. The mower is an attachment on a Caterpillar 160M motor grader. This position reports to the Road Maintenance Foreman, with supervision assistance provided by the Road Maintenance Lead Hand.

Mower Operator

- Hours of work: 10 hours/day - Monday to Friday
- A valid 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 Caterpillar 160 M motor grader and attachments. Training for the right candidate will be provided.
- Physically fit to drive prolonged hours and perform manual labour (machine 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.
- 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
PUBLIC WORKS OPERATOR I, II,
III, MOWER OPERATOR**

SUPERVISOR: Road Maintenance Foreman

Approved: June 26, 2023

1. **Purpose of Position**

- 1.1. This is a seasonal position, designed to maintain roadsides and ditch slopes within the County.

2. **Organization Structure**

This position:

- 2.1. Reports to the Road Maintenance Foreman

3. **Program Responsibilities**

This position (not listed by priority):

- 3.1. Daily inspection and servicing of equipment (belts, brakes, fuel, grease). Check for leaks, cracks, abnormal wear;
- 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. Grease machine daily as per manufacturer's maintenance guidelines;
- 3.4. Check radiator daily for cleanliness;
- 3.5. Check gauges frequently when operating equipment;
- 3.6. Monitor cutting edges and change as required;
- 3.7. Monitor mileage and/or hours for oil changes and major services;
- 3.8. Fill out Repair Requests for all repairs and oil changes and hand them in to your Supervisor;
- 3.9. Clean windows and interior of cab daily at the end of shift;
- 3.10. Fuel equipment daily at the end of the shift;
- 3.11. Ensure mower blades are sharp;
- 3.12. Weed whacking around bridge guardrails and signs with power weed whackers.
- 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. Ability to learn and adapt to changing conditions.

6. Required Qualifications:

The candidate 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 (5) driver's license and drivers abstract with no more than seven (7) demerits at the time of appointment and throughout employment in this position, Class 3 with Q endorsement is preferred.
- 6.5. Must be willing to take any training courses related to this position.

7. Special Duties

7.1 Flag person for Construction and Maintenance crews

7.2 _____

APPROVAL



Chief Administrative Officer

June 26, 2023
Date