



## Full Time Seasonal Grader Operator

Vulcan County is accepting applications for a **Full-Time Seasonal Grader Operator**. Position start date will be March 9<sup>th</sup>, 2026, and will end November 6<sup>th</sup>, 2026. Position is based out of the Vulcan County Public Works yard in Vulcan.

The successful candidate will be expected to safely and efficiently operate a Caterpillar 160M motor grader while performing assigned duties.

Duties will include but are not limited to:

- Grading behind the gravel crew.
- Repairing unimproved road allowances.
- Repairing roads damaged due to heavy truck traffic.
- Providing coverage when divisional grader operators are on holidays.

This position reports to the Road Construction Foreman.

### **Divisional Grader Operator/Requirements**

- Hours of work: 10 hours/day - Monday to Friday.
- A current drivers abstract must be provided prior to employment.
- Must hold a valid Class 5 driver's licence with a maximum of 7 demerits.
- Ability to competently and safely operate a motor grader.
- Physically fit to drive for prolonged hours and perform manual labour (e.g., changing grader blades; blades weigh approximately 100 lbs)
- Mechanical aptitude with the ability to complete daily pre-operation equipment checks.
- Minimum 5 years' experience operating a motor grader.
- Ability to pass pre-employment drug and alcohol screening.
- Hourly remuneration will be based on experience.

**Please forward your resume to:**  
**Mike Kiemele, Director of Operations**  
**Vulcan County, Box 180, Vulcan, Alberta T0L 2B0**  
**Email: [mike.kiemele@vulcancounty.ab.ca](mailto:mike.kiemele@vulcancounty.ab.ca)**

Applications will be accepted until **Friday, February 13th, 2026, 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  
DIVISIONAL GRADER OPERATOR**

SUPERVISOR: Road Construction Forman

Approved: June 26, 2023

**1. Purpose of the Position**

- 1.1. This is a full-time position, designed to maintain roads in a specified division.

**2. Organization Structure**

- 2.1. This position reports to the Road Construction Foreman

**3. Program Responsibilities**

- 3.1. Daily inspection and servicing of equipment (belts, fuel, grease, etc.). 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. If necessary, clean with compressed air.
- 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. Visually inspect road surfaces over culverts to look for indications of collapsing culverts.
- 3.9. Participate in winter work projects such as tree/brush trimming when conditions do not allow for plowing snow.
- 3.10. Fill out Repair Requests for all repairs and oil changes and hand them in to your Supervisor.
- 3.11. Clean out the interior of cab and windows daily at the end of shift.
- 3.12. Fuel equipment daily at the end of the shift.
- 3.13. Any other related duties as assigned by a Supervisor, Foreman, or Lead Hand.
- 3.14. Maintain crown on the roadway to allow proper drainage from the roadway surface. Four to six percent is adequate for most gravel roads.
- 3.15. Superelevation on curves must be retained in the "as constructed" cross section. This is necessary to maintain safe travel around the curve at the posted speed limit.

- 3.16. Ridges should not be allowed to build up along the edge of the roadway as this will pond water on the grade resulting in weed growth and soft or hazardous shoulders.
- 3.17. Rocks or any other hazardous debris pulled up by the blade shall be removed so as not to pose a threat to vehicular traffic.
- 3.18. Care shall be taken at railway crossings to make certain gravel is not carried on to the tracks and deposited in the flangeways. The blade must also be raised well clear of the tracks to avoid the possibility of damage to the tracks as well as the grader. The area close to the tracks shall be bladed away from the tracks to avoid material from being carried towards the tracks.
- 3.19. If a section of roadway requires the equipment to be worked opposing traffic, the operator shall check to make sure that traffic shall be seen by the operator and traffic can see the grader.
- 3.20. Approaches shall be maintained so that there are no excessive drop-offs onto the roadway.
- 3.21. Operate and perform basic maintenance on wing and V-plow attachments to ensure the safe removal of snow from the roadway.
- 3.22. 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).
- 3.23. Willingness to take any courses that apply to this position.

#### **4. General Duties and Responsibilities**

- 4.1. Ensure that the Occupational Health and Safety program of the County is adhered to by staff and that all personal protective equipment (PPE) issued to them or their staff 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).
- 4.4. All objects (grease gun, window cleaner, tools, etc.) are to be stored in an appropriate and safe manner.

- 4.5. All accidents or injuries shall be reported immediately to your immediate supervisor and/or the Director of Operations. All forms, if needed, are to be completed and handed in within 24 hours.
- 4.6. Fill out repair request forms for all repairs and oil changes and hand them into your immediate supervisor.

## **5. Required Qualifications**

- 5.1. Experience in operating graders and other heavy equipment.
- 5.2. Valid and appropriate Alberta Driver's License with drivers abstract with no more than seven demerits at time of appointment and throughout employment in this position. Class 5 with is mandatory, Class 1 is preferred;
- 5.3. Knowledge of General County Operations;
- 5.4. An ability to deal courteously and effectively with co-workers, members of the public.
- 5.5. Must complete ICS 100 Emergency Management training within the first 18 months of employment.

## **APPROVAL**

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Chief Administrative Officer

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Date