

GREENVIEW, ALBERTA

JOB TITLE: ROADS COORDINATOR (Central)
DEPARTMENT: INFRASTRUCTURE & PLANNING
LOCATION: Debolt, Alberta OR Grande Cache, Alberta

SUMMARY:

The Roads Coordinator is responsible to assist the Road Supervisor with the coordination of road inspections, maintenance and special projects for their area.

SUPERVISORY RESPONSIBILITY:

- The Roads Coordinator monitors and coordinates the daily activities taking place on the Forestry Trunk Road and outlying areas and provides assistance and support to the Roads Supervisor, as deemed necessary
- The Roads Coordinator will supervise various positions when the Roads Supervisor is absent, such as, Labourer / Gravel Checker; Mower; Brusher; and Equipment Operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major:

- Coordinate daily activities of contractors
- Check roads conditions, as per road maintenance policies
- Respond to public road concerns and complaints, etc
- Assist with evaluation of miscellaneous requests and carry out as directed
- Provide recommendations and assistance with the preparation of budget, expenditure tracking and expenditure control
- Responsible for monitoring inventories
- Respond to concerns and complaints, and maintain positive relations with the public, government departments, R.C.M.P., peers, contractors and vendors
- Provide daily update to Roads Supervisor

Minor Duties:

- Assist with special projects such as: Contract Mowing, Miscellaneous Requests, Culvert & Approach Installations, Ditching / Drainage projects, Dust Control program, assist with Graveling Program, Crushing Projects, Pit Reclamation & Gravel Prospecting
- Respond to operator concerns and equipment problems, and perform minor repairs
- Operate equipment when required, for training and emergency situations

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision
- Grade 12
- A minimum 5 years' experience in road maintenance
- Experience in equipment operation
- Knowledge of graveling and crushing projects and reclamation work
- Basic knowledge in survey and design
- Extensive knowledge in drainage / ditch cleaning projects are a definite asset
- Class 1 driver's license

SKILLS REQUIRED:

- Proficiency with Microsoft Word and Excel
- Excellent verbal and written communication skills
- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers
- Basic accounting skills and familiarity with finances and budgets
- Must be self-motivated, and able to work with minimal supervision
- Ability to interpret, implement and adhere to organizational policies and procedures

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Long periods of sitting and driving
- Occasional lifting, site visits, inspections of projects

- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife
- Use and operation of a vehicle, in all types of driving conditions
- Normal working day consists of 7.5 hours; however occasional overtime or weekend work may be required

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced
- Required to wear correct Personal Protective Equipment as per safe job procedures

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Fax: 780-524-3981

By E-mail: careers@mdgreenview.ab.ca

Website: www.mdgreenview.ab.ca