

GREENVIEW, ALBERTA

JOB TITLE: LABOURER / GRAVEL CHECKER
DEPARTMENT: INFRASTRUCTURE & PLANNING
LOCATION: Administration Offices – Valleyview Alberta
STATUS: Seasonal Position June 4- November 30, 2018

SUMMARY:

The Labourer / Gravel Checker is responsible for gravel checking on gravel haul and / or crushing operations. In addition, the incumbent will also perform general labour, scale operator duties, calcium monitoring and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Gravel checking and calcium application monitoring.
- Record readout from digital scales for gravel trucks.
- Scale operation and weighing of truck.
- Measure gravel spreads on rural roads.
- Labour activities as required including culvert and sign installations and repairs, crack sealing, road patching, placement of riprap, and / or placement of erosion control devices.
- Brushing, guard rail installation, equipment washing, traffic control.
- Maintain a record of activities, timesheet and daily maps.
- Report hazards and activities on roadway to Roads Supervisor.

Minor

- Occasionally perform gravel sampling.
- Change grader blades and / or tools as required.
- Perform minor maintenance and service work on equipment as required.

Occasional

- Beaver dam control and removal.
- Respond to emergency response situations when necessary.

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.
- Class 5 driver's license.

SKILLS REQUIRED:

- Good verbal and written communication skills.
- Basic math skills.
- Record keeping skills.
- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers.
- Mechanical aptitude.
- Use and operation of a vehicle including use of a drum roller compactor.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Moderate physical effort; occasional heavy lifting.
- Subject to working in outdoor environment, exposed to heat, cold, dry, dusty and / or wet conditions, insects and wildlife.
- Hazards associated with working on or alongside roadways.
- Use and operation of Municipal District vehicle.
- Normal working day consists of 7.5 hours; however occasional overtime will 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.

- Required to wear correct Personal Protective Equipment as per safe job procedures.
- Safety vest when on site or roadway.
- Safety toed boots at all times.
- Must follow all 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 by February 9, 2018 at 4:00 p.m. 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