



ROADS COORDINATOR (SOUTH) **GREENVIEW, ALBERTA**

DEPARTMENT: Infrastructure & Planning

LOCATION: Grande Cache, Alberta

STATUS: Vacant – Permanent Full Time

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Roads Supervisor, Operations in Grande Cache, the Roads Coordinator (South) is responsible to assist with the coordination of road inspections, maintenance and special projects for their area.

SUPERVISORY RESPONSIBILITY

The Roads Coordinator supervises the following positions in conjunction with the Roads Supervisor: Labourer / Gravel Checker; Mower; Brusher; Equipment Operators, contractors, and day labour supervisors.

MAJOR

Assist the Road Supervisor with the following:

- Monitor and coordinate repairs and maintenance of the south Forestry Trunk Road
- Oversee and coordinate operational tasks such as culvert installations and inspections, road repairs, ditching, etc.,
- Coordinate daily activities of employees and contractors
- Check road conditions as per road maintenance policies
- Respond to public road concerns and complaints, etc.,
- Assist with and evaluate Miscellaneous Requests, and carry out as directed
- Assist with preparation of budget, expenditure tracking and expenditure control
- Responsible for monitoring inventories and updating asset management software
- Respond to concerns and complaints, and maintain positive relations with the public, government departments, R.C.M.P., peers, contractors and vendors
- Coordinate with stakeholders on forestry trunk roads
- Coordinate road use agreements, bonds and road bans
- Follow up on all provincial and federal regulations, acts, guidelines, etc.



Municipal District of **GREENVIEW**

MINOR

- Participate in on-call rotation
- Submit 1-call requests for underground utility locates, interpret drawings and on-site locate indicators
- Authorize timesheets and invoices as required
- Daily update to Roads Supervisor South
- Train and orientate new employees
- Assist with special projects such as: Contract Mowing, Miscellaneous Requests, Culvert & Approach Installations, Ditching / Drainage projects, Dust Control program, supervise Construction projects, assist with Graveling Program, Crushing Projects, Pit Reclamation & Gravel Prospecting
- Respond to operator concerns and equipment problems, and perform minor repairs
- Other duties as assigned

OCCASIONAL

- 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
- All types of driving conditions
- 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
- Normal working day consists of 7.5 hours; however occasional overtime or weekend work may be required



Municipal District of **GREENVIEW**

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.

HOW TO APPLY:

Interested candidates are invited to submit their cover letter and resume, **by August 14, 2020**, to:
careers@mdgreenview.ab.ca **(please quote the position in the subject line)**

Attention: Human Resources Department

Municipal District of Greenview No. 16

4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Website: www.mdgreenview.ab.ca

While we truly appreciate all applications, only those selected for an interview will be contacted.