



**Town of Claresholm**  
**Internal/External Job Posting**  
**Posted September 20<sup>th</sup>, 2024**

**POSITION TITLE: Equipment Operator 3**  
**Full-time Permanent**

**The Town of Claresholm is looking for an enthusiastic, self motivated team player with the ability to fulfill all the requirements necessary within the demands of this position.**

**POSITION SUMMARY:**

The Equipment Operator 3, under the direction of the Director of Infrastructure, will primarily be responsible to ensure compliance with licensing laws, health and safety, and other statutory requirements while performing the maintenance of all operations aspects of the Town of Claresholm. This position will adhere to company policies and standards for cost control, waste reduction, quality, safety, and complete and on-time delivery of services. This role will also adhere to established safe working procedures. The Equipment Operator 3 must have high flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment and familiarity with techniques for interacting with individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone. The Equipment Operator 3 oversees, and participates, in all Town of Claresholm Operations and reports daily to the Director of Infrastructure. Mentoring, and supervising, of other public works staff is a key component to this position. The Equipment Operator 3 is in charge of the assignments of the public works staff, with the guidance of the Director of Infrastructure, on a daily basis and is the acting supervisor in the absence of the Director of Infrastructure.

**Job Duties**

- Operate all equipment as necessary to perform all duties as assigned by the supervisor. This includes sanitation and public works equipment. (excludes specific equipment to which the operator has not been trained for and has no experience on)
- Continue training on all equipment and procedures until efficient in all aspects.
- Report any public or operating concerns to the supervisor
- Perform responsibilities of the position within the legislative and regulatory standards set out in the applicable federal, provincial, and municipal legislation
- Develop and maintain constructive working relationships with all staff and the public.



## **Claresholm**

- Respond to non-emergency calls as necessary and emergency calls when directed to.
- Participate in professional development activities to improve knowledge and skills
- Perform all other related duties that may be assigned at any time by the supervisor
  
- **Job Requirements**
- Valid Class 3 driver's license with air endorsement. (permission for town to obtain a drivers abstract)
- Valid Standard First Aid, CPR and Workplace Hazardous Materials Information System (WHMIS)
- Clean criminal record check provided by local police agency
- Full mobility, good physical fitness and good vision with no colour blindness.
- Familiarity with techniques for interacting with individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion
- Ability to effectively communicate both verbally and in writing
- Ability to work individually as well as part of a team
- Demonstrated time management skills
- Ability to work in all types of weather conditions.
- High level of integrity and work ethic
- Maintain a high level of cultural sensitivity
- Maintain a professional appearance, demeanor, and attitude at all times
- AEPA Water Distribution II and Wastewater Collection II Certificate of Qualifications, or the willingness to achieve level within 3 years.

## **COMPENSATION:**

### **Starting wage: As per the CUPE 3023 contract with the Town of Claresholm**

Union position with C.U.P.E. Local 3023, 8 hours per day (Monday through Friday 7 am to 4 pm) with an hour lunch break (unpaid).

### **DEADLINE: Friday, October 4<sup>th</sup>, 2024 at 4:00 p.m or until a suitable candidate is found**

Resumes and applications can be delivered to Lisa Chilton at the Town of Claresholm Administration Office at 111 - 55 Ave West in Claresholm or e-mailed to [lisa@claresholm.ca](mailto:lisa@claresholm.ca) with the Subject line **Equipment Operator 3** or mailed to Box 1000, Claresholm, Alberta T0L 0T0