



## Position Description

---

**POSITION TITLE:**            **Equipment Operator II**  
                                      **Divisional Grader Operator**

**DEPARTMENT:**            **Operations Department**

**GRID PLACEMENT:**      **Pay Grade 7**

**REPORTS TO:**             **Road Maintenance Supervisor**

---

### **POSITION SUMMARY**

Under the direction of the Road Maintenance Supervisor, this road maintenance and construction position is responsible for providing grader operations throughout a specific division in Kneehill County.

### **KEY DUTIES AND RESPONSIBILITIES**

**a. Key Responsibilities**

- Operates grader in specific division in the County
- Responsible to move and grade earth, rock, gravel or other materials during maintenance, dust control and construction related activities.
- Responsible for conducting pre-operational checks on equipment as well as to clean, lubricate and refill equipment
- Rotates through on-call schedule as scheduled
- Provides road maintenance records or other inspection reports as requested.

**b. Decision Making and Accountability**

- This position requires the ability to work independently, yet cooperatively in meeting the road maintenance and construction requirements of the region.
- Position requires thorough knowledge and practice of safe work skills and related to grader operations.

**c. Administrative Responsibility**

- This position works under the direction of the Road Maintenance Supervisor but works cooperatively with the Shop Foreman and other mechanic colleagues in the required maintenance schedule of the grader and related equipment.

**d. Contact**

- Demonstrates a positive customer service philosophy and excellent communication skills.

**e. Working Conditions**

- Position typically works within one specific division in Kneehill County however, may be required to provide services throughout various locations within Kneehill County.
- Exposure to outside elements in all types of weather conditions
- Some risk of injury when working with heavy equipment and power tools
- Position requires physical strength and stamina and the ability lift items weighing over 25 kilograms

**f. Safety**

- Follow the guidelines, assigned responsibilities, and accountabilities as outlined in the Health & Safety Program Manual.
- Participates in safety training as related to the position, or within the County's standards or expectations.

**POSITION REQUIREMENTS**

- Heavy equipment operation training in combination with on-the-job training
  - Valid Class 3 Alberta Operators License
  - Able to effectively meet the physical demands with this position
  - Demonstrated problem solving skills
  - Demonstrated safe working skills and a proven record of safe work practices
  - Quality customer relation, communication and interpersonal skills
-