



Flagstaff County is recruiting for the full-time position of:

Lead Heavy Equipment Operator / Truck Driver

Why Work With Us: At Flagstaff County; we're committed to building a stronger, vibrant, and sustainable community. We actively engage with local communities, businesses, and government bodies, ensuring transparent financial management and promoting environmental sustainability.

Flagstaff County's Vision and Principles:

Vision: At Flagstaff County, we envision a vibrant and sustainable regional community that preserves our rural essence and enhances the quality of life for all residents.

Principles: Our Council has established three fundamental principles that guide our actions and decision-making: **collaboration, fiscal leadership & environmental responsibility.**

Flagstaff County is unwavering in our dedication to these principles, and they form the foundation of our work. Join our team and contribute to the betterment of our community while upholding these core values.

Interested candidates are encouraged to submit their resume along with a cover letter by email to:

Contact:

Human Resource Department
Email: Human.Resources@flagstaff.ab.ca
Direct: (780) 384-4100

For the full job description please visit: www.flagstaff.ab.ca

Position Overview: Join our dynamic team dedicated to enhancing community infrastructure and safety. We're seeking a skilled Lead Heavy Equipment Operator to make a substantial impact in our Municipal Services department. Reporting to the Field Coordinator, you'll efficiently operate heavy equipment as well as various trucks and trailer combinations for hauling gravel or equipment, and provide essential staff training and supervision.

Key Responsibilities:

- Operate equipment for road recovery, dust suppressant, gravel, and arterial road maintenance.
- Assist in winter snow plowing, sanding, water pumping, and culvert maintenance.
- Report and assist in repairing damaged signs, culverts, road surfaces, and dispose of debris.
- Report view obstructions like brush and weeds.
- Maintain and clean equipment and vehicles.
- Inspect and service equipment daily before operation.
- Manage inventory for equipment and vehicles, including tools, parts, and fuel.
- Assist in training staff on equipment operation, road issue identification and repair, and supervise assigned work.
- Ensure compliance with County policies, Health and Safety program, and HR guidelines.

Qualifications:

- A minimum of two to three (2-3) years of related experience in operating a grader, other heavy equipment and multi axle trucks.
- Valid class 1 driver's license or valid class 3 driver's license with air endorsement.
- Ability to train and supervise staff.
- Ability to establish and maintain effective working relationships in the course of work, including the ability to work cooperatively in a team environment as well as independently.
- Flexibility and adaptability to be able to work in a wide range of conditions and perform a variety of tasks.

Position Type:	Permanent Full-time
Hours of Work:	Monday to Friday 8-10 hrs/day (Guaranteed 176hrs/month)
Salary Range:	\$37.16/hour to \$45.70/hour
Closing Date:	Until a suitable candidate is selected



LEAD HEAVY EQUIPMENT OPERATOR/TRUCK DRIVER

CLASSIFICATION:	Equipment Operator	GRID LEVEL:	Grid B, Level 4
DEPARTMENT:	Municipal Services	SUPERVISOR:	Field Coordinator – Gravel, Dust Suppressant, Bridges and Culverts
STATUS:	Permanent Full Time	WORK HOURS:	176 hrs/month guaranteed 8-10 hrs/day

SUMMARY OF POSITION

Reporting directly to the Field Coordinator the Lead Heavy Equipment Operator/Truck Driver is responsible for operating heavy equipment as required as well as various truck and trailer combinations for hauling gravel or equipment, training and assist in supervision within the department in accordance with policies and bylaws established by County Council.

QUALIFICATIONS

1. A minimum of two to three (2-3) years of related experience in operating a grader, other heavy equipment and multi axle trucks.
2. Valid class 1 driver's licence or class 3 driver's license with air endorsement.
3. Ability to train and supervise staff.
4. Ability to establish and maintain effective working relationships in the course of work, including the ability to work cooperatively in a team environment as well as independently.
5. Flexibility and adaptability to be able to work in a wide range of conditions and perform a variety of tasks.

KEY RESPONSIBILITIES

All areas of responsibilities shall be accountable to the Flagstaff County Business and Strategic Plan.

1. Responsible for equipment operations as required within the road recovery, dust suppressant, gravel program and arterial road maintenance programs including various truck and trailer combinations for hauling gravel or equipment.
2. May be required to assist in truck snow plowing and sanding in the winter months, pumping water and thawing culverts, culvert and bridge maintenance.
3. Responsible for reporting and assisting in repairing damaged or missing signs, damaged or plugged culverts, road surface damages, washouts, shoulder/ditch damages and disposing of any items having a diameter larger than five inches (5") off of any road surface.
4. Responsible for reporting view obstructions such as brush, grass, weeds, etc.
5. Assist in the servicing, maintenance and cleanliness of the equipment and vehicles.
6. Responsible for inspecting and servicing equipment daily prior to operation.
7. Responsible for maintaining the required inventory for the grader, truck and trailer, and other equipment including equipment tools, replacement parts, picks, wear items, tires, fuel, etc.
8. Responsible to assist in training staff to operate heavy and light equipment as well as various truck and trailer combinations, inspecting, identifying and repairing road issues, and supervising work appointed by the Supervisor.
9. Responsible for ensuring compliance with Flagstaff County policies, the Health and Safety program and the Human Resources guidelines and procedures.
10. Such other duties and responsibilities as may be assigned from time to time by the Supervisor.

APPROVED

Date: March 23, 2024

CAO Signature:

S. Armstrong

March 26, 2024