



Town of Rocky Mountain House

POSITION DESCRIPTION FOR: Public Works Operator 1

Department:	Engineering & Operations	Effective Date:	February 27, 2026
Reports To:	Operations Manager (Roads)		

General Accountability:

The Public Works Operator 1 is responsible, under the direction of the Operations Manager (Roads) or designated supervisor, for assisting with the daily operation, repair and maintenance of the Town's infrastructure which includes, but is not limited to, the Town's roads, laneways, sidewalks and alleys, water/sewer/storm infrastructure, cemetery, parks, playgrounds, trails, and other outdoor spaces.

Core Duties:

- Repair and maintenance of the roads, sidewalks, laneways, and alleys in accordance with Town policy/procedures and best industry practices.
- Operation of vehicles and equipment in a professional manner, with due regard for co-workers and the public. Ensure that prescribed safety and maintenance checks are adhered to and that vehicles are kept clean.
- Kneeling for long periods of time while performing maintenance.
- Repetitive shoulder movements using shovels, picks, sledgehammers, rakes, and other tools designated to complete the job.
- Responsible for operation and maintenance of equipment and tools required to perform duties.
- Maintain complete and accurate records of all aspects of repair and maintenance, for records management and planning purposes.
- Assist in the creation and maintenance of database and inventories for related parts, equipment and infrastructure.
- Ability to perform and oversee the construction and maintenance of town infrastructure.
- When directed, supervise, and assist in the training of volunteer, part-time and seasonal staff as required.
- Promote the Town and the Department in a positive manner when dealing with the public.
- Strive to keep our community beautiful, clean, fun, and welcoming.
- Assist as needed with Utilities, Parks and Fleet.
- Actively participate in the Health and Safety program.
- Participate in a shift schedule or work overtime as required.
- Participate in 24 hrs on call rotation.
- Perform other duties as assigned related to the function of the department.

Support to others

- Assist with Parks, Utilities, and Fleet as directed to do so.

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting.
- Instruct, supervise, inform and train subordinate staff with the Town's Health and Safety program and Occupational Health and Safety Act.

Reports To:

- Operations Manager (Roads)

Minimal Qualifications:

- High School Diploma or Equivalent
- Valid Alberta Driver's License, Class 5
- Drivers Abstract and Criminal Record Check

Other Qualifications:

- Class 3 Driver's License with Q endorsement would be considered an asset.
- Heavy equipment operating experience including motor grader will be considered an asset.
- Willing to obtain new training.
- Organized, self-directed and able to complete jobs assigned with minimal supervision.

Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- *Province of Alberta Municipal Government Act and regulations*
- Town of Rocky Mountain House Procedures, Policies and Bylaws.
- Alberta Labor Standards
- Occupational Health and Safety Act, Code and other related documentation
- Municipal District Bylaws, Policies and Procedures and Administrative Guidelines
- Land Use Bylaw
- ATIA/POPA
- WCB Guidelines
- Written and/or oral directives received from the C.A.O. or designate

Contacts:

Public Works Operator 1 will frequently have contact with the following;

- General Public.
- Contractors
- Town of Rocky Mountain House staff.

- Town of Rocky Mountain House organizations.

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are;

- Public Works Operator 1 works closely with the Engineering and Operations Department.
- The ability to make recommendations and decisions are limited to processing improvements and efficiencies as this position has legislated requirements.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

Physical Demands:

This position may include the following:

- Working with arms above your head
- Repetitive movements
- Bending & twisting motions
- Lifting over 50 lb consecutively
- Being on your feet for long periods of time
- Kneeling for long periods of time
- Working outdoors in ALL weather conditions

CAO Approval: _____ 

Date: 02/27/26

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of Public Works Operator 1. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: _____

Supervisor Signature: _____

Date: _____