

Job Title: Public Works Operator – Level 1

Town of Hardisty – Municipal Public Works Position

Open Competition #2025-001 (Closing Date: Open until filled)

Job Description: Permanent Full Time

8 hours/day, 40 hours/week, Monday to Friday, rotating on call weekends

Hardisty’s picturesque rolling hills, winding Battle River, natural walking trails, and lake provide a backdrop of recreational opportunities for residents and visitors of all ages all year-round. Hardisty Lake Park and Hardisty Lakeview Golf Course provide multiple campsites, featuring full serviced sites and the odd tent site for those wanting a little more rustic experience. Hardisty Lake Park hosts a playground, shower house, and sandy beach where everyone can enjoy the water on those hot sunny days. All types of boating supported with a boat launch and dock which water sport enthusiasts can enjoy all summer long. Home to Hardisty Minor Ball, Slo-Pitch teams the three shale ball diamonds are a homerun with our ball players. Looking for a challenging golf course, with dog legs, and hills surrounded with mature trees? Try out our 9-hole Hardisty Lakeview Course it will make you stay for another 9 just to master its beauty with grass greens and a clubhouse to quench your thirst and appetite. If you are looking for a little more excitement with a taste of rural Alberta, then the Hardisty Rodeo is the event of the year. Every July this two-day amateur Rodeo is kicked off with a Street Fair and Oilmen’s Pancake Breakfast filling our community with visitors and contestants coming to take part in this huge annual event. It does not stop here, our winter activities of curling, hockey, skating, snow shoeing, and cross-country skiing will entertain viewers and participants in our colder months.

FUNCTION/PURPOSE:

This position performs duties of a specialized nature related to the installation, maintenance and repair of the water treatment/distribution, and wastewater collection/treatment systems. Perform preventative maintenance repairs and emergency activities for all municipal infrastructures, such as roads, parks, and buildings, undertake manual labour duties as required and ensure the compliance of the Town’s safety policies.

KEY RESPONSIBILITIES (% time)

Infrastructure (Water & Wastewater) – 40%

- Testing and sampling of water and wastewater to ensure compliance with provincial standards.
- Preventative maintenance, repairs, and emergency activities on all municipal infrastructure, i.e., water breaks
- Preventative maintenance on wells, lift stations, and the water treatment plant equipment.
- Some manual labour as required using a variety of hand tools.

- Perform a full range of skilled and semi-skilled duties including installation of water meters, maintenance, troubleshooting, and replace failed and/or damaged meters. Operate and troubleshoot automated meter reading equipment.
- Perform or assist contractors in the video inspections of wastewater/storm water lines.
- Participate in preventative maintenance programs of infrastructure such as valve turning and flushing programs.
- Strong analytical background to be able to monitor towns SCADA system and be able to trouble shoot pumping stations and lift stations.

Infrastructure (Roads/Streets/Sidewalks/Parks) – 40%

- Preventative maintenance, repairs, and emergency activities on all municipal infrastructure, i.e., gravel road maintenance, snow removal, pothole repair, grass & weed control.
- Preventative maintenance on equipment
- Some manual labour as required using a variety of hand tools.

Customer Service and Communication – 20%

- Frequently advise, direct, assist and co-operate with the public to troubleshoot potential problems.
- Strong analytical and communication skills, both written and verbal.
- The ability to communicate effectively with the public, supervisors, and other staff, to foster positive work relationships.

Qualifications and Skills

- High School Diploma or GED
- Completion of Level 1 certification with the Alberta Water and Wastewater Operators Association or ability to do so.
- Preferred tickets: Ground Disturbance 201, H2S Alive, First Aid, and Confined space Entry/Rescue.
- Knowledge and understanding of OH&S Act, Regulations, and Code including WHMIS.
- Proficiency in the use of Microsoft Office including Word, Excel, and Outlook.
- Experience working with a SCADA system.
- Class 5 Drivers Licence
- Operate a variety of equipment including skid steer, tractor, trucks, lawn mowers to perform maintenance tasks.
- Strong mechanical aptitude.
- Physically fit, must perform manual labour and ability to lift 50 lbs.

If you see yourself in this role the Town of Hardisty would welcome your application.

Please send your resume to:

Town of Hardisty

Attn: Bobbi Usselman – CAO / Job Competition #2025-001

PO Box 10, Hardisty, AB T0B 1V0 e-mail: bobbi@hardisty.ca