

Operator 1 – Public Works

As an Operator 1 – Public Works, you will play an important role in supporting the community of Olds by helping to keep its residents safe and mobile. Your daily responsibilities include maintaining and enhancing the roads, sidewalks, alleys, trails, and street signage that are essential to the smooth operation of the town. Through your work, you will help ensure that both residents and visitors can travel safely and efficiently throughout Olds.

This entry-level role does not require previous experience in equipment operation, although such experience is considered an asset. The most important qualities are a willingness to learn and a commitment to developing your skills in the field. To be considered for this position, you should have:

- A valid Class 5 Alberta Driver's License
- A high school diploma or equivalent
- Some experience operating construction or farm equipment
- A strong desire to build your skills in equipment operation and infrastructure maintenance

Holding a Class 3 Driver's License or an air brake endorsement is considered a bonus and will be an asset in this role.

Located on the Highway 2 corridor, Olds is home to nearly 10,000 residents and Olds College of Agriculture & Technology. The town serves as a regional hub for approximately 35,000 people, offering extensive leisure, cultural, and recreational amenities, as well as a robust commercial and industrial sector. The Public Works team is a small but dedicated group, responsible for the upkeep and improvement of 104 km of roads, 89 km of sidewalks, 18 km of paved trails, and 2 km of unpaved trails.

Typical Duties

- Operating summer equipment, such as the Infrared (IR) Asphalt Paver for pothole repairs and the street sweeper for maintaining roadways
- Operating winter equipment, including snowplows, loaders, and skid steers, to keep streets clear and safe
- Performing line painting for road markings
- Repairing and installing street signage as required
- Assisting with the preparation and finalization of burial plots at the Olds Cemetery

A complete job description is available on the Town of Olds website: [Town of Olds Careers](https://www.townofolds.ca/careers)

The wage range for this position is \$29.14 to \$32.97 per hour, with annual salary based on a 40-hour work week. The position includes health benefits and participation in the Local Authorities Pension Plan (LAPP). Interested applicants are invited to submit their resume outlining qualifications by October 24, 2025, at 8:30 a.m. to:

Human Resources
Town of Olds
3501 70 Avenue
Olds, AB T4H 1L7
E-mail: hr@olds.ca

The Town of Olds appreciates all applicants; however, only those selected for an interview will be contacted.

TOWN OF OLDS JOB DESCRIPTION

JOB TITLE: Operator I – Public Works		
DIVISON: Infrastructure		JOB REPORTS TO: Supervisor – Public Works
FUNCTION/PURPOSE: To perform and assist in repairs and maintenance of municipal infrastructure, with a focus on, but not limited to, roads, sidewalks, pathways, signage, and cemetery operations.		
#	KEY RESPONSIBILITIES	(% time)
1.	Roadway & Pathway Maintenance <ul style="list-style-type: none"> • Pothole patching of both roadways and pathways. • Line painting of crosswalks, and parking lines according to Transportation Association of Canada guidelines • Installation and maintenance of traffic and information signage, according to Transportation Association of Canada guidelines • Snowplowing and sanding of parking lots, pathways, and roadways • Manual labour duties as required. Decisions: <ul style="list-style-type: none"> • Able to make sound judgment decisions 	50%
2.	Equipment Operation <ul style="list-style-type: none"> • Operation of street sweeper, front end loader, skid steer, backhoe, plow truck, dump trucks, other various types of equipment • Assist in routine maintenance and repair of equipment. • Operate a variety of handheld tools. Decisions: <ul style="list-style-type: none"> • Be able to identify problems with equipment and the ability to communicate them with their supervisor 	20%
3.	Solid Waste <ul style="list-style-type: none"> • Delivers and records numbers of roll out bins to new residences. • Repairs and replaces damaged roll out bins. • Participates in the "Town of Olds Clean Up Week" • Work well with the Public and Solid Waste Commission 	5%
4.	Cemetery <ul style="list-style-type: none"> • Assists in digging and covering of graves and cremations 	5%
5.	Risk Management & Safety: It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations, and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer. Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.	20%
QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:		
Education: Grade 12 or equivalent Experience: Equipment operator experience and related experience in the Public Works or construction field Competencies: <ol style="list-style-type: none"> 1. Valid Class 5 Alberta Driver's License, willing to work towards Class 3 with Air Endorsement 2. Communicate effectively with other staff and the public. 		

3. Work outside for extended periods of time.
4. Good physical condition
5. Ability to operate equipment over an extended period of time.
6. Valid Standard First Aid & CPR/AED level C (BL) CSA Std. Z1210-17 – Intermediate
7. Ability to fulfill stand-by and on-call duties on a rotational basis.
8. Ability to perform other related duties as required.

DIRECTLY REPORTING TO THIS POSITION ARE:

none

NOC 2021: 74205

WORKING CONDITIONS:

- Ongoing interruptions, traffic/driving, adverse weather conditions, working alone.
- Identified job hazards: Dealing with angry people, working alone, heat, cold, lifting, bending, and around the following conditions: mechanical, electrical, fume/odor chemical exposure, dust, and noise.
- Potential for exposure to infectious substances (biohazardous substances)
- Additional hours based on operational demands.
- Ability to lift and/or move up to 50 pounds.
- Will be required to occasionally work in unsanitary conditions.

Identified job hazards:

- Hazards as outlined on the Hazard Identification & Assessment Worksheet in the Town Cor Element & Documentation binder.

Wage Grid: Operations I

Incumbent Signature:

Date:

Supervisor Signature:

Date:

APPENDIX WORKING WITH OTHERS (Excluding those supervised)

With whom are you required to work in doing your job? Use titles. (In Person; Telephone; Writing.)

	People Contacted	How Often	Purpose	How
Within Organization	CAO, Officers, Senior Staff	As Required	Consult, gain agreement, compliance, and present recommendations	P/W/T
	Officers	Semi-monthly Monthly As required. As required	Project analysis, recommend action and represent position taken.	P/W/T
	IT Services	As Required	System requests	P/W/T System requests
	All Employees	Daily	Provide advice and direction, customer service	P/W/T

Outside Organization	Safety Codes	Weekly	Compliance and Code Related Issues	P/W/T
	Government Agencies – Alberta Environment, Alberta Transportation, Alberta Health	As Required	General inquiries	T/W
	Municipal and Industrial Developers	As Required	Present and discuss assumptions and results of information, analysis, and defend position taken.	P/W/T