

POSITION TITLE: MUNICIPAL OPERATOR

REPORTS TO: Public Works Lead Hand

REPORTS: None

Date REVISED: August 2026

PRIMARY DUTIES:

1) Public Works Operations

- Operates municipal equipment including, but not limited to, graders, backhoes, loaders, street sweepers, tandem trucks, Tool Cat/Skid Steer units, and other assigned equipment.
- Performs preventative maintenance, troubleshooting, and minor repairs on municipal equipment, vehicles, machinery, tools, and related assets.
- Reports equipment deficiencies, repair requirements, hazards, and safety concerns to the Public Works Lead Hand.
- Performs construction, maintenance, and repair of roads, gravel surfaces, sidewalks, pathways, alleys, ditches, drainage systems, signage, and other municipal infrastructure.
- Participates in snow and ice control operations including plowing, sanding, hauling, and snow removal activities.
- Assists with traffic control and work zone safety during municipal operations and construction projects.
- Conducts daily equipment inspections; maintains accurate records of equipment usage, inspections, repairs, maintenance activities, utility operations, and operational reports; identifies maintenance requirements; and assists in completing assigned public works maintenance, repair, and construction projects.

2) Water and Wastewater Operations

- Assists with the operation, maintenance, repair, inspection, and operation of the municipal water distribution and wastewater distributions systems.
- Reads, installs, repairs, replaces, and maintains water meters and associated equipment.
- Participates in hydrant inspections, flushing programs, water sampling, and other utility maintenance activities.
- Completes operational records and documentation required for regulatory compliance and municipal reporting requirements.

3) Emergency Response

- Responds to municipal emergencies including watermain breaks, sewer backups, flooding events, severe weather incidents, infrastructure failures, and other emergency situations.
- Participates in scheduled on-call rotations and after-hours emergency response activities.
- Assists in implementing emergency response measures to protect municipal infrastructure, property, and public safety.

4) Facilities, Parks, and Community Services

- Assists with municipal events, community functions, and special projects including setup, operational support, and cleanup.

- May assist with the maintenance, inspection, and repair of municipal facilities, buildings, parks, playgrounds, cemeteries, and public spaces.
- May participate in seasonal maintenance activities including vegetation control, tree maintenance, facility upkeep, and grounds maintenance.

5) Health and Safety

- Follows all Occupational Health and Safety legislation, regulations, policies, safe work procedures, and required safety practices.
- Identifies and reports hazards, unsafe conditions, incidents, accidents, and near misses.
- Utilizes required personal protective equipment and participates in safety meetings, inspections, training programs, and emergency exercises.

6) Other Duties and Responsibilities

- Maintains professional and respectful working relationships with Council, staff, contractors, residents, regulatory agencies, and the public.
- Carries out duties in accordance with municipal bylaws, policies, procedures, operational standards, and supervisory direction.
- May assist in training and mentoring seasonal, casual, and newly hired employees as required.
- Performs any other duties as may be assigned or directed by the Public Works Lead Hand, Municipal Operations Manager, or Chief Administrative Officer

SPECIFICATIONS:

Required Qualifications

- Grade 12 education or equivalent.
- Valid Saskatchewan Class 5 Driver's Licence with a satisfactory driver's abstract.
- Experience in urban municipality public works, construction, equipment operation, or a related field.
- Demonstrated extensive ability to safely operate and maintain heavy equipment, fleet vehicles, and related municipal equipment.
- Demonstrated mechanical aptitude and ability to perform routine maintenance and minor equipment repairs.
- Ability to work independently with limited supervision and effectively as part of a team.
- Ability to communicate effectively with supervisors, coworkers, contractors, and the public.
- Standard First Aid/CPR/AED and WHMIS certification, or the ability to obtain within a specified period following hire.
- Ability to provide a satisfactory Criminal Record Check

Preferred Assets

- Saskatchewan Class 3A Driver's Licence.
- One (1) or more years experience in urban municipality public works operations.
- Extensive experience operating a grader in a municipal road maintenance environment.
- Water Distribution and/or Wastewater Operator Certification.
- Water and wastewater operations experience.
- Ground Disturbance, Confined Space Entry, Traffic Accommodation, or other related safety certifications.
- Experience using SCADA systems, electronic work order systems, or other municipal technology.

Accountability/Responsibility

The Municipal Operator is responsible for carrying out assigned duties efficiently, safely, and professionally while ensuring municipal infrastructure, equipment, and facilities are maintained to established standards. The incumbent is accountable to the Public Works Lead Hand and shall comply with all municipal policies, procedures, regulations, and directives.

UNIQUE POSITION REQUIREMENTS

- 1) Participation in an after-hours on-call rotation is mandatory and must be capable of reporting to the municipal shop within 15 minutes while on-call.
- 2) Availability for evening, weekend, statutory holiday, and emergency work as required.
- 3) Ability to work outdoors in all weather conditions.
- 4) Ability to perform physically demanding work for extended periods.
- 5) Frequent lifting of up to 50 pounds and occasional lifting of heavier materials with assistance.
- 6) Ability to climb, bend, kneel, work at heights, enter confined spaces, and perform repetitive physical tasks.
- 7) Medical fitness to safely perform the duties of the position may be required.
- 8) Demonstrated professionalism, integrity, accountability, teamwork, and the ability to work cooperatively and communicate effectively with supervisors, coworkers, contractors, and the public.

EQUIPMENT OPERATED OR USED:

- 1) Grader, backhoe, loaders and tool cat/skid steer, street sweeper, 3-ton truck.
 - 2) Fleet trucks.
 - 3) Pumps and generators
 - 4) Small engines and powered equipment included but not limited to chainsaws, compactors, pressure washers, drills, and hand tools
 - 5) Calibration and testing equipment
 - 6) Two-way radios and communication equipment
 - 7) Fall arrest, confined space, SCBA, and other safety equipment
 - 8) Mobile work management systems and tablets
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Incumbent

Chief Administrative Officer

Date