| | |
|---|---|
| ***MUNICIPAL POLICY HANDBOOK*** | |
| **CODE NUMBER:** | **1037** |
| **CATEGORY:** | **Management & Organizational Functions** |

# PUBLIC WORKS TECHNOLOGIST

**Description Summary:**

Under the direction of the Supervisor, performs skilled work in a variety of survey related issues, bridge inspections, gravel sieve analysis, and may include labor intensive tasks for summer construction and maintenance of roads, right-of-ways and County lands. May also be required to operate light equipment and vehicles. Duties are to be performed with all due care and attention to safety and regulations.

**Position Duties:**

1. The setting up of instruments (level & transit) for the accurate measurement of distances, chaining (taping), placement of lath and/or hubs to establish permanent stations and the marking of laths in terms of stationing cutting and filling, establishing alignments and right of way limits for construction and drainage projects, and directing others in the placement of the rod for benchmarks, turning points, intermediate foresights and the closing of elevation circuits for determination of profiles and cross-sections for construction and gravel stockpiles.
2. Complete with accuracy, inspections on bridges as well as bridge size culverts as required by Alberta Infrastructure Bridge Inspection System (BIM) Program.
3. Completing aggregate sieve analysis and supervision of scale persons on gravel crushing/stockpile/testing projects.
4. Office duties encompass the plotting of cross sections and profiles, that may be required for work involving preliminary survey for design purposes, establishing roadway earthwork grades and establishing grades for embankment and excavation construction.
5. Operating all types of light equipment/trucks of which may include light trucks, tractors, front-end loaders, rotary mowers, rollers, compactors, etc.
6. Loading and hauling of signs, culverts, grader blades, etc.
7. Manual tasks in all types of roadway maintenance repair (cleaning CMP ends, patching, pothole repair, signing, guard rail, guide posts, bridges, etc).
8. Repairs and washing of bridges, signs, guide posts, guard rails, etc.
9. Grass and brush cutting along all roadways (manual with chainsaw & with mowers & chipper).

10. Other manual tasks that may include fire fighting, waterline break repair, maintenance at landfill sites, maintenance and dead fall removal at campgrounds, water well servicing at campgrounds, building maintenance and repairs, backup operation of water treatment plants, fencing, rock picking, root picking, seeding, and beaver control problems.
11. Service and maintenance of all equipment/trucks to maintain in good condition.
12. Reporting to Supervisor any missing, broken, or damaged regulatory signs.
13. Maintaining and submitting daily time sheets for Supervisor's approval, that include hour meter readings, as well as fuel and oil usage of equipment operated.
14. Maintaining a daily record of fuel, blades, types of blades, CMP's, signs, fencing material, and any other inventory items removed from (or replaced into) the Public Works yard and submitting to Supervisor/Job Costing Clerk immediately.
15. Recording on sheets provided, all inventory items removed from the parts room, as they are removed.
16. Reporting to Supervisor and/or Shop Foreman any damages or malfunctions of operated equipment/trucks.
17. Perform routine checks on roadways for safety concerns for the traveling public.
18. Due to adverse weather conditions, and or emergency situations, work may not be on a regular scheduled basis.
19. Ensuring safe work practices are observed at all times.
20. Maintain courteous relations with the public, other contractors, Council members, and other co-workers.
21. Perform other duties as required.