



PO Box 460, 56 Wheatland Avenue  
Smoky Lake AB T0A 3C0  
PH: 780-656-3674 | FX: 780-656-3675  
smokylake.ca | town@smokylake.ca

## **Employment Opportunity** **Public Works- Operator 2**

The Town is seeking a highly organized and hands-on Public Works Operator 2 to support daily operations of the Public Works Department with a focus on water and gas systems. The Public Works Operator 2 will report to the Public Works Working Foreman and is responsible for the execution of the day-to-day operations of the Public Works department.

This position is responsible for performing maintenance activities, and ensuring the safe, efficient delivery of municipal services including roads, water and wastewater systems, gas systems, parks, fleet, and facilities. The ideal candidate has technical expertise, excellent problem-solving skills, and a commitment to safety, service excellence, and teamwork.

### **Responsibilities:**

- Perform the maintenance of the Town roads, equipment, infrastructure, water distribution and gas distribution.
- Respond to emergency work related to maintenance, snow removal, mowing, road repairs, water operations, gas operations, event support and other duties in response to the needs of the municipality.
- Respond to residents' concerns with exceptional professionalism.
- Operate and maintain municipal equipment and machinery.
- Conduct regular equipment and infrastructure inspections and ensure compliance with OH&S safety standards and procedures.
- Maintain accurate records related to inspections, maintenance, regulatory requirements, and work completion.
- Support snow removal, street cleaning, emergency utility repairs, and other municipal maintenance duties as required.
- Follow Health and Safety program.

### **Qualifications / Education / Experience:**

- Experience operating heavy equipment such as grader, loader, skid steer.
- Experience in mentoring and supporting teams/individuals considered an asset.
- Strong written and verbal communication skills.
- Comfortable using computers and Microsoft Office applications.
- Grade 12 Diploma, or equivalent.
- Must possess and maintain a valid class 5 driver's license.
- Able to provide a clean RCMP Background Check and Driver's Abstract.
- Experience working for a Municipality or Township would be considered an asset.
- Gas Utility Operator Level 1 or willing to acquire.
- Water/Wastewater Certification or willing to acquire.
- Local candidates may be given a preference.

### **Knowledge, Skills and Abilities:**

- Ability to work in a team and collaborate.
- Act professionally in all situations when working with residents.



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- Daily use of hand tools, power tools and operation of municipal vehicles and equipment.
- Must be able to perform duties to a high degree of quality, accuracy, timeliness, and precision.
- Effective communication skills and an ability to understand oral and written instructions.
- Critical thinking, troubleshooting and problem-solving skills.
- Ability to represent the Town in a professional manner.
- Self-motivated and able to work with minimal supervision.

Note: The above is not intended to be an exhaustive list of all the responsibilities and activities required for this position, and the Town may consider other factors or modify requirements based on the Town's needs and the nature of the applications received.

Salary will be commensurate with experience and qualifications.

**Working Conditions:**

- A work week will consist of 40 hours per week.
- Moderate amounts of physical effort, including bending, lifting, and walking.
- Duties shall be performed both indoors and outdoors in all weather conditions.
- Occasional overtime may be required.
- Must be able to work on-call as assigned.

**Closing Date:**

Applications must be received by July 23, 2026. Resumes will be accepted until a suitable candidate is found.

Interested applicants are invited to submit their resumes to: Human Resources, Personnel & Confidential, P.O Box 460, 56 Wheatland Ave, Smoky Lake, Alberta T0A 3C0 or electronically via email at [hr@smokylake.ca](mailto:hr@smokylake.ca). We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process.