

EMPLOYMENT OPPORTUNITY

Position Title:	Grader Operator	Job Status:	Casual
Department:	Infrastructure Services	Reports To:	Transportation Foreman

Position Summary

Reporting directly to the Transportation Foreman, the Grader Operator is responsible for operating Municipal graders in a safe and effective manner to ensure the roadways are accessible, safe, and in good operating condition.

The incumbent works independently driving heavy equipment to maintain road and transportation systems and must have broad working knowledge in all applicable areas. Various Provincial, Federal, and Municipal legislation, regulations and policies must be adhered to.

Duties and Responsibilities

Under the supervision of the Transportation Manager, the duties and responsibilities of the Grader Operator include, but are not limited to, the following:

Grader Operation – 90%

- Maintain roads and transportation systems to ensure safe roadways within the County
- Emphasis is on grader operation, however, incumbent may be required to operate other heavy equipment, if qualified and deemed competent, as required
- Operate all equipment in a safe and efficient way according to all relevant legislation, policies, and procedures
- Responsible for completion of documented hazard identification and control at all work sites
- Must be willing and able to learn general construction practices involving road maintenance
- Ensure a sound understanding of the issues involving ground disturbance
- Perform daily safety and maintenance checks
- Clean equipment as scheduled and/or required
- Ensure equipment is safely and securely stored
- Advise Foreman of any requirements for maintenance or repairs
- Perform duties to a high degree of quality, timeliness, and precision
- Undertake other duties as may be assigned by the Transportation Foreman

- Comply with the Freedom of Information and Privacy Act

Administration – 5%

- Record keeping as required
- Documentation and paperwork with regards to standard operating procedures and shop rules

Other Duties – 5%

- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed
- Promotes a safe work environment ensuring compliance with all government regulations, and Health & Safety policies and practices. Participation on the County's Joint Health and Safety Committee as required
- This position may be called to perform duties as required by the Director of Emergency Management during a State of Local Emergency
- Performs other duties as required by the CAO, Director, Manager or Foreman

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this position. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Minimum Requirements

Education

- Grader Powered Mobile Equipment (PME) or Heavy Equipment training is preferred

Knowledge

- 5 years grader operating experience is preferred
- Health and Safety and safe work practices
- Standard operating procedures
- Must have thorough knowledge of the safe operation of a motor grader
- Knowledge of the safe operation of heavy equipment such as gravel trucks, snowplow, sanding trucks and loaders
- Understanding of Westlock County policies and procedures is an asset
- Understanding of provincial regulations and policies is an asset

Other

- Must possess a valid Class 5 drivers' license with an acceptable drivers' abstract
- Class 1 operator's license with Air Brake "Q" Endorsement would be considered an asset

Skills

To be successful, the Grader Operator will possess:

- Proficiency in precision operation of a motor grader
- Effective verbal and listening communication skills and strong inter-personal skills
- Ability to work in a team environment and independently
- Self-motivated and able to work with minimal supervision
- Excellent judgement, trouble shooting and problem-solving skills
- Record keeping skills
- Ability to interpret, implement and adhere to organizational policies and procedures

Working Conditions

- Physical demands exerting varying levels of effort and mental demands to maintain concentration and operate equipment with precision
- Working alone operating a grader and other heavy equipment as required
- Working alongside other traffic which can vary greatly from light to heavy
- Incumbent will work irregular, casual hours on a call-in basis as needed to relieve employee absence or provide temporary support in an overload situation
- Evenings and weekend work outside of normal operating hours may be required
- Must be able to sit for long periods of time operating, while maintaining alertness for safe operation of heavy equipment
- Required to spend long hours concentrating which will require high attention to detail.
- Exposure to various weather and road conditions, periods of inclement weather with extreme cold or heat causing wet roads, icy roads, and uneven surfaces with possibility of large accumulations of water, ice, and snow
- Possible exposure to wildlife
- Frequent interaction with other vehicles and traffic
- Working on various types of roadways including pavement, asphalt, and gravel with sharp shoulders, steep ditches, culverts, and ditches containing water

Remuneration & Benefits

HOURS OF WORK:

Casual

COMPENSATION:

This is a Union position therefore wages have been set in agreement with CUPE Local 3007.
2026 Grid:
Probationary Rate: \$30.81/hour
Regular Rate: \$32.22-38.84/hour

CLOSING DATE:

4:30 p.m., July 7, 2026

APPLICATION INSTRUCTIONS: Visit <https://westlockcounty.com/careers>
Complete the Virtual Talent Application and
attach a Cover Letter and Resume.

Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.