

Job Description

RESORT VILLAGE OF CANDLE LAKE



JOB TITLE: Seasonal Heavy Equipment Operator 2 **JOB CATEGORY:** Hourly - In Scope

Department/Group:	Public Works Operations	Direct Reports:	None
Reports to:	Public Works Operations Manager	Travel required:	None
Secondary report:	NA	Position type:	FTE
Equipment provided:	Shop Tools/Equipment	Date posted:	May 27, 2026
Salary Range:	Based on CUPE 4838 Collective Bargaining Agreement	Posting expires:	open till filled

APPLICATIONS ACCEPTED BY:

Email:	publicworks@candlelake.ca	Special Requirements:	
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JOB OVERVIEW:

Public Works employees play a crucial role in the maintenance and enhancement of public infrastructure to support community well-being and functionality. Responsibilities include overseeing and performing various tasks related to the upkeep of roads, drainage systems, parks, lagoons, landfills, cemeteries and public buildings. This entails regular inspections, repairs, and maintenance activities to ensure safety, accessibility, and operational efficiency. Public Works employees manage construction projects, equipment, and resources. They work with other departments and stakeholders to meet community needs. Problem-solving and technical skills are crucial for this job.

Preferred Qualifications and Education

- High School Diploma or G.E.D.
- Valid Class 5 Driver's License required.
- Class 3A-G or 1A Driver's License would be advantageous.
- 3 to 5 years of experience operating heavy equipment in a municipal or similar setting, including proficiency with backhoes, loaders, and graders.
- An equivalent combination of relevant experience and training will be considered.

Required Skills

- Ability to operate heavy equipment in a safe and responsible manner.
- Strong working mechanical knowledge of machines and tools, including their uses, repair, and maintenance.
- Ability to lift heavy objects (50 lbs), walk and stand for long periods of time, and perform strenuous physical labor under adverse field conditions.
- Professional and courteous demeanor when dealing with the public.
- Ability to take and follow instructions.
- Effective verbal and listening communication skills.

Primary Duties:

1. **Heavy Equipment Operation:**
 - Operate heavy equipment such as graders, track hoes, wheeled loaders, gravel trucks, skid steers, garbage trucks, landfill compactors, and other necessary machinery.
2. **Assist with Daily Departmental Functions:**
 - **Street Maintenance:** Perform tasks including graveling, grading, patching, crack sealing, dust control, snow removal, sanding, and street sweeping.
 - **Traffic Control:** Maintain street signs, traffic control signs, and traffic signals to ensure proper functioning and safety.
 - **Drainage:** Clear debris from catch basins and clean ditches of weeds and other obstructions to ensure proper drainage.
 - **Parking Lot and Town Yard Maintenance:** Maintain and upkeep parking lots and town yards.
 - **Grass Cutting and Vegetation Control:** Manage and control vegetation growth through grass cutting and other methods.
 - **Cemetery Interments:** Assist with burial procedures and maintenance of cemetery grounds.
 - **Curbside Garbage Pick-Up:** Collect and dispose of curbside garbage efficiently.
 - **Landfill Maintenance:** Perform landfill cover, compaction, and maintenance tasks to ensure proper waste management.
 - **Lagoon and Water Distribution System Operation and Maintenance:** Operate and maintain lagoon and water distribution systems to ensure proper functioning.
3. **Team Assistance:**
 - Assist the Public Works team with additional tasks as required to support overall departmental operations.
4. **Safety:**
 - Work safely at all times by following safe work practices and procedures.
5. **Mentorship:**
 - Mentor new employees by providing positive reinforcement and respectful coaching to foster a supportive work environment.
6. **Workmanship and Efficiency:**
 - Maintain high standards of workmanship and efficiency in all tasks performed.

Other Duties:

1. Perform other duties as assigned by supervisors or management to meet departmental needs and objectives.

REVIEWED BY: Public Works Operations
Manager

DATE: 05/27/2026
