



Public Works Operator III Term Position

Location: Town of Hanna

Salary: \$56,972 - \$66,046

Hours: 40 hours per week. Rotating on-call.

The Town of Hanna is seeking a dedicated and adaptable Public Works Operator III. This is a temporary position, based on 40 hours per week from May 2026 through to at least December 2026.. If you are motivated, experienced and capable of performing physical labor in a team-focused environment, we'd like to hear from you.

Position Summary

The Public Works Operator III plays a vital role in maintaining and operating the essential infrastructure of the Town of Hanna. Reporting to the Public Works Foreman, this position is responsible for performing a range of skilled and semi-skilled duties in support of the Town's public works operations.

Core responsibilities include the maintenance of streets and roads, the municipal airport, water distribution systems, wastewater collection and treatment, solid waste collection, municipal vehicles and equipment, and cemetery grounds. The Operator ensures that all tasks are performed in a safe, efficient, and effective manner, in accordance with municipal standards and applicable regulations. This role contributes directly to the reliability, safety, and cleanliness of the community by supporting year-round maintenance programs and seasonal operations.

Organization Information

The Town of Hanna is a vibrant rural community located in east-central Alberta, approximately 200 kilometres northeast of Calgary. With a proud agricultural heritage and a commitment to sustainable municipal services, Hanna offers a welcoming small-town atmosphere, modern amenities, and a high quality of life for its residents.

The Public Works Department is a key operational division within the Town's municipal structure. The department is responsible for the maintenance and operation of essential infrastructure, including streets and roads, the municipal airport, water and wastewater systems, solid waste services, municipal buildings, equipment, and the cemetery. Staffed by a dedicated team of operators and technicians, the department plays a critical role in ensuring the safe, efficient, and reliable delivery of services to the community year-round.



Employees of the Town of Hanna enjoy a respectful and safety-conscious work environment, opportunities for skill development, and the satisfaction of contributing meaningfully to public service.

Responsibilities

- Supporting the day-to-day operations of the Town of Hanna's infrastructure under the direction of the Public Works Foreman.
- Safely operate and maintain a range of heavy and light-duty equipment, including but not limited to graders, backhoes, loaders, sweepers, plow trucks, mowers, and tandem-axle dump trucks.
- Conduct regular servicing, minor repairs, and safety checks on vehicles and equipment; report deficiencies and assist with more complex mechanical work as required.
- Utilize manual and powered hand tools to perform both skilled and semi-skilled maintenance tasks.
- Perform routine and emergency maintenance of streets, roads, alleys, and storm drainage infrastructure, including grading, snow removal, sanding, pothole repairs, and street sweeping.
- Provide support for the maintenance and repair of municipal buildings, facilities, and equipment.
- Assist in the inspection, maintenance, and repair of water distribution and wastewater collection systems, including hydrants, valves, curb stops, and sewer mains, in compliance with the Town's License to Operate.
- Support solid waste collection and disposal activities in accordance with municipal schedules and safety regulations.
- Maintain and care for the municipal cemetery, including landscaping and plot preparation.
- Respond to operational requirements during seasonal events and weather-related incidents, including after-hours call-outs as necessary.
- Maintain accurate records of daily activities, including work completed, equipment hours, and materials used.
- Adhere to all applicable municipal policies, occupational health and safety standards, and environmental regulations in the performance of duties.

Qualifications

The ideal candidate will demonstrate a strong combination of technical skill, safety awareness, and municipal service knowledge. Minimum qualifications include:



- High school diploma or equivalent (GED).
- Alberta Class 3 Driver's Licence: air brake (Q) endorsement is a strong asset. A Class 1 licence is considered an additional asset.
- Three (3) years of experience in municipal public works, civil construction, or heavy equipment operation.
- Proficiency in operating a variety of light and heavy-duty equipment.
- Mechanical aptitude with the ability to assist in basic vehicle and equipment maintenance and repair.
- Strong oral and written communication skills, with the ability to follow instructions, complete documentation accurately, and communicate effectively.
- Working knowledge of water distribution, wastewater collection, road maintenance, and garbage collection systems.
- Physically capable of performing demanding outdoor work in all weather conditions.
- Strong commitment to workplace safety and compliance with OH&S regulations and municipal safety policies.

Core Competencies

The successful candidate will demonstrate a high level of professionalism, operational capability, and personal accountability through the following core competencies:

- Time Management
- Creative and Innovative Thinking
- Problem Solving
- Decision Making and Judgement
- Accountability and Dependability
- Planning and Organizing
- Communication
- Teamwork
- Ethics and Integrity
- Equipment Operation

Work Conditions

- Work is performed primarily outdoors in a variety of weather conditions, including extreme cold, heat, and inclement weather.
- Exposure to dust, noise, and physically demanding tasks such as lifting, shoveling, bending and climbing.
- Operation of light and heavy equipment in active roadways, construction zones, and confined or elevated spaces.



- Manual labour is required on a daily basis, often in proximity to vehicular traffic and other hazards; appropriate PPE must be worn at all times.
- Standard work hours are 7:30 a.m. to 4:30 p.m., Monday to Friday; however, shift work, overtime, and participation in an on-call rotation will be required. The salary grid for this position is \$27.39 - \$31.75 per hours with a comprehensive benefit package.
- Use of municipal radios, digital reporting tools, and communication devices is required.

Other

- The successful candidate will be required to provide a current driver's abstract and may be subject to a criminal record check and/or pre-employment medical assessment.
- Employment is subject to a probationary period in accordance with Town policies and applicable employment legislation.
- The Town of Hanna offers a comprehensive benefits package and opportunities for ongoing training and development.

Application Instructions

Qualified candidates are invited to submit a cover letter and detailed résumé outlining their qualifications and experience relevant to this position. This posting will remain open until a suitable candidate is found.

Submit by mail or email to:

Brent Olesen, Director of Public Works

Mail: Box 430 302 2 Avenue West, Hanna, Alberta T0J 1P0

Ph: (403) 854-4433

Em: Submit online securely at hanna.ca/contact-us.

Subject line: Application – Public Works Operator III

Note: Only candidates selected for an interview will be contacted. Thank you for your interest in joining the Town of Hanna team.