



## Mountain View County Expectations

What is expected from the:

Equipment Owner / Operator	Supervisor
<ul style="list-style-type: none"> <li>▪ Ensure your equipment is/remains insured and registered during specified time frames.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Direct operator's work activities, project durations and time frames.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ensure qualified operator reports for job duties if you are not the sole operator.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Verify the information on time/haul cards and sign them.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ensure complete compliance to Worksafe Alberta and Mountain View County's Safety Program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure a copy of time/haul cards are sent to the Mountain View County Operations office in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ensure equipment/operator is on the worksite ready to work at the agreed-to time.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Answer and deal with any on-the-job concerns on a daily basis.</li> </ul>
<ul style="list-style-type: none"> <li>▪ In the event of mechanical breakdowns and/or absenteeism, you are to notify the designated Mountain View County supervisor immediately. Mountain View County would prefer 24 hours notice if possible.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure a safe work environment.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ensure time cards are filled out properly and signed by a supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide hired equipment operator/owner ample notice prior to job completion.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Invoice Mountain View County for work completed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Perform a contractor evaluation at completion of project and submit to Mountain View County Operations Office for records.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ensure Mountain View County clerk is aware of equipment changes and updates via email.</li> </ul>	
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>▪ Mountain View County does not pay travel time to job site (start of shift) nor from job site (end of shift).</li> <li>▪ Mountain View County does not guarantee hours or duration of need. Every reasonable attempt will be made to notify owner/operator when work project is near completion.</li> </ul>	