

## Township of Strong

### POSITION DESCRIPTION

<b>Position:</b> Operator 1	<b>Date approved:</b> Jan 11, 2022
<b>Reports to:</b> Public Works Superintendent	<b>Union Position CUPE Local 4616-05</b> 2022 Rate: \$26.88/hr – 40 hours per week

**POSITION SUMMARY:** Under the direction of the Public Works Superintendent, operates various types of municipal vehicles and equipment in the performance of Roads Department maintenance duties. Also required to perform other maintenance duties requiring digging, raking, installing culverts etc., and other duties as may be assigned.

#### **Major Duties and Responsibilities:**

- Responsible for the safe and efficient operation of municipal equipment vehicles such as grader, loader/backhoe, heavy trucks for purposes of sanding salting and plowing roadways, hauling fill, building/repairing ditches, installing culverts any and all other equipment that may be required to perform maintenance duties associated with the overall Roads Department.
- Perform daily circle checks of equipment and reporting any deficiencies to the Public Works Superintendent. Performs minor equipment repairs e.g. cleans, fuels, and lubricate equipment, as directed by the Superintendent.
- Dig, maintain and repair ditches, install and maintain culverts in a safe manner.
- Responsible for the safe and proper plowing of snow routes and spreader operation during winter season, as assigned by the Public Works Superintendent/Council.
- Stand by – For the period commencing November 1 to March 31<sup>st</sup> the employee will be scheduled to be on call for stand by work on evenings and weekends. Where road employees engage in snow removal and sanding of municipal roads on call for standby work on Saturday or Sunday they shall be compensated with 5 days at their regular rate after the winter season is over as agreed to in the collective agreement.
- Operates a chain saw, welding equipment/culvert steamer and basic tools, as required.

- Performs routine housekeeping/maintenance duties at the public works building and yard, as directed by the Public Works Superintendent. Carries out the maintenance and repair of municipal buildings and the roads yard, as directed.
- Carries out maintenance and repair of municipal vehicles and equipment to minimize breakdowns and safety hazards, complies with operating manuals and maintenance standards.
- Adheres to all municipal safety policies and procedures and provincial standards and regulations including wearing personal protective equipment and attending/participating in training sessions as required
- Accurate, neat record keeping is a high priority. Completes daily time sheets and equipment log sheets, and job time sheets and any other operational log/duty records as required by the Public Works Superintendent which will record use and repairs.
- Other duties as assigned from time to time.

### **Education/Experience/Skills**

- Minimum Grade 12, or equivalent
- Minimum Class DZ drivers license
- Clear driving record (will require CVOR Drivers Abstract)
- Minimum 3 years experience in operating a grader, with emphasis on roadway profiling and finish grade, is an asset.
- Experience in operating an excavator, backhoe/loader, snow plow truck is an asset.
- Ability to perform preventative maintenance procedures and effect routine repairs to vehicles and equipment.
- Record keeping

### **Independence of Action**

The Operator is required to apply established methods and procedures in the performance of his duties but is permitted to exercise a choice of methods and/or sequence.

### **Mental Effort**

High degree of concentration required when operating vehicles and equipment.

### **Physical Effort**

Operating heavy equipment. Work also requires heavy lifting, kneeling, crouching, digging, raking etc. as required.

**Dexterity**

Work requires fine movements in the proper handling of equipment e.g. vehicles/equipment and chain saws etc. and coarse movements in the performance of some maintenance duties e.g. digging, raking etc.

**Accountability**

Actions could result in a loss of time or resources or may affect the work of others.

**Safety of Others**

Considerable degree of care required when operating vehicles/equipment in traffic or at construction sites.

**Supervision**

Supervisory responsibility is not normally part of the job requirement, but there may be a need to show others how to perform tasks or duties.

**Contacts**

Contacts are usually of a routine nature and involve explaining or exchanging data or information.

**Working Conditions**

The majority of the work is performed under field conditions and may include working around weather, dust, fumes, odours, grease, grime, noise etc.,. Position is subject to call-outs in inclement weather or under emergency conditions. Protective equipment will be supplied by the Township. Employees are expected to wear the Protective Equipment as required when working with materials/around equipment.

**Oath of Confidentiality.**

Staff are required to review and sign the Oath of Confidentiality.

**Employee Policy:**

Staff shall be provided with a copy of the Township of Strong Employee Policy. All staff are required to review the document and sign the acknowledge document to be included in their employee file. One Copy of the Employee Policy will be provided to each Department Head and will be updated as needed. Employees will be provided with copies of updated documents along with an acknowledgement form for their signature.