

 Job Description	Position: Public Works Operator	Page: 1 of 4
	Dept.: Transportation Grade: 5 Step: Step 1 (\$21.23 - \$25.41) Period: As Scheduled	Reports to: Manager of Public Works and Environmental Services
	Effective: ASAP	Revision Date: Oct 31, 2022

PRIMARY FOCUS

Reporting to the Manager of Public Works and Environmental Services, this position is responsible for the daily operations of road maintenance while using heavy and light equipment and machinery. This position will assist in daily maintenance and compliance operations on Township roads in an effective, efficient, safe and environmentally responsible manner. This position will require the candidate to be flexible and available for overtime and call ins, in addition to the regularly scheduled hours.

SCOPE	
<p><u>Supervisory Accountability</u></p> <p><i>Direct Reports:</i></p> <ul style="list-style-type: none"> • N/A <p><i>Indirect Reports:</i></p> <ul style="list-style-type: none"> • N/A <p><u>Key Contacts</u></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> • Manager of Public Works and Environmental Services • Roads Lead hand <p><i>External:</i></p> <ul style="list-style-type: none"> • Members of the public 	<p><u>Budget & Asset Accountability</u></p> <p><i>Material Resources:</i></p> <ul style="list-style-type: none"> • Maintains logs and records of work performed, vehicle and equipment conditions, health, and safety incidents, etc • General shop maintenance and cleaning. • Ensuring that resources used in own job are not mislaid, damaged or used improperly • Record daily circle-checks and vehicle servicing to ensure safe working condition of the Township fleet • Responsible use of all chemicals that are required on the job (including chemicals such as calcium chloride, propane, acetylene, and other compressed gases) • Responsible for using the Township work order system daily

	<p><i>Financial Resources:</i></p> <ul style="list-style-type: none"> Acquires tools, material, equipment and services from time to time as necessary to perform maintenance and repairs, in accordance with Township Policy <p><u>Information Resources:</u></p> <ul style="list-style-type: none"> Ability to understand and interpret Health and Safety policies, written and oral instructions Ensure that all work is conducted in accordance with OHSA, MOL and MTO regulations <p><u>Working Conditions</u></p> <ul style="list-style-type: none"> Physical ability to climb and walk in rough conditions Ability to lift and work in construction settings Long workdays requiring significant attention to detail and accuracy, in all weather conditions Available for on average 30-40 call-ins per year, primarily for sanding/ploughing, windstorm damage, washouts, etc.
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CORE JOB REQUIREMENTS

<p><u>Educational requirements</u></p> <ul style="list-style-type: none"> Grade 12 graduation, or equivalent Class DZ license <p><u>Related experience requirements</u></p> <ul style="list-style-type: none"> At least one year experience in a construction, road maintenance, or utility setting, and in the operation of construction machinery, farm equipment and dump trucks or equivalent heavy equipment. Winter control season driving experience operating a tandem, single, or tri-axle plow truck with wing and sander. 	<p><u>Technical skill requirements</u></p> <ul style="list-style-type: none"> Operate equipment such as, but not limited to, plough/sander, backhoe/loader, tractor, grader, welding equipment, chainsaw, culvert steamer Visual ability to achieve careful and fine work with large equipment (e.g., grader work to achieve set grades and smooth surfaces, back-hoe work to excavate in urban streets with various utilities underground Brushing, mowing, ditching, and grading Perform minor asphalt repairs Patching, sweeping, and painting
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<p><u>Other</u></p> <ul style="list-style-type: none"> • Satisfactory Criminal Reference Check is required • Chainsaw course recommended • Flagman Training • Standard First Aid/CPR 	<ul style="list-style-type: none"> • Maintenance and minor repair of assigned vehicle (oil change, grease, light bulbs, etc.) • <u>Interpersonal skill requirements</u> • Ability to work independently or as a member of a team • Ability to multi-task • Positive, professional, and enthusiastic demeanor • Strong organizational and decision-making skills • Judgement required to ensure safe and effective work in a variety of conditions
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JOB RESPONSIBILITIES

I. Functional Responsibilities:

1. Safe, competent and efficient operation of departmental equipment as part of regular road maintenance program including using a single, tandem or tri-axel snowplow with plow and wing, tandem truck, front end loader, grader, excavator, street sweeper, tractor, tractor mounted brushing unit, boom truck, mower, chainsaw, tree trimmer, string trimmer and other equipment as required;
2. Snow plowing and sanding operations and snow removal as needed (Roads and/or sidewalks);
3. General labour and maintenance duties including, but not limited to: tree and brush cutting, road and sign maintenance, gravel and cold patching operations, road applications (calcium chloride), guardrail or sidewalk repair, shop maintenance, general vehicle and equipment maintenance;
4. Road grading of loose top roads;
5. Provide roadside maintenance including litter, pickup of dead animals and other debris;
6. Patching, sweeping, line-painting, and minor repairs of roads, shoulders and sidewalks;
7. Maintains logs and records of work performed, vehicle and equipment conditions, health and safety incidents, etc.;
8. Performs minor asphalt repairs;

9. Hauling of gravel and other material;
10. Construction work in preparation for tar and chip treatment, including road shaping (grader), ditching (back-hoe), material haulage and placement, achieve grades set by the Manager of Public Works, concrete forming, etc.;
11. Provide traffic control duties; install and maintain traffic control infrastructure as per plans approved by Manager or Leadhand;
12. Tree and brush falling, removal and chipping;
13. Excavation for water/sewer main breaks and performance of sewer main repairs and unplugging;
14. Maintenance and minor repair of assigned vehicle (oil change, grease, light bulbs, etc.);
15. Adhere to the Collective Agreement (CUPE 5070);
16. Provide assistance to the public and provide general information in regard to roads maintenance issues;
17. Assist with all other duties as assigned.

APPROVALS

CAO (or Designate)

Date

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

Date