

Job Description Operator

Position: Operator	
Reports To: Director of Public Works and Roads Forepersons	Revised: December 1 st , 2020
This Position is: ☐ New ☒ Existing ☐ Revised	

Job Summary:

Under the direction of the Director of Public Works or Foreperson, the Operator is responsible for operating various types of Municipal vehicles and equipment in the maintenance of roads within the Municipality, in addition to maintaining equipment.

Duties and Responsibilities:

Equipment Operation:

- Performs routine mechanical inspection or “circle check” of vehicle, reports malfunctions or defects and maintains vehicle logbook.
- Operate single or tandem trucks with or without attachments, salt and sand spreader, snow plow equipment, 2- or 4-wheel drive front-end loader, tractor and attachments such as mower, front-mounted rotary broom, pothole auger and up to a 1-ton pickup truck.
- Operate small equipment and hand tools such as, but not limited to, chainsaw, truck jacks, air compressor and attachments, pressure washer, post hole auger, weed eaters, grinder, portable compactors, portable water pumps, portable hand sprayer, woodchipper.
- Provides general maintenance to equipment. Maintains vehicles and machinery in a neat and tidy order.
- Cleans and fuels tools/equipment on a daily basis.
- Ensures safe, effective use and maintenance of any tools/equipment used.
- Operates tractor backhoe and front-end loader.
- May operate other equipment, as assigned.

Road Repair:

- Conducts general maintenance functions for road repairs such as patching for potholes, gravel spreading and filling in washouts.
- Replaces damaged road signs such as destination and stop signs in compliance with regulatory measurements.
- Installs, maintains, and removes fences, guard rails and posts; tightens loose guide rail cables.
- Repairs, sweeps, and washes Municipal bridges to comply with standard safety checks.
- Assists in road construction projects and paving preparation.

Road Maintenance:

- Performs annual spring clean up and maintenance such as sweeping roads and sidewalks and cleaning ditches and gutters.
- Clears debris from beaver dams blocking culverts to prevent potential flooding.
- Removes potential hazards from road and side of road by “brushing” and chipping obstructive trees and bushes.

Job Description Operator

- Digs ditches and clears weeds and brush.
- May perform winter control procedures which includes sanding, salting, snow removal.
- Maintains a daily dairy of work activities.

Qualifications:

- Completion of high school diploma or equivalent.
- Minimum of two (2) years experience operating and providing basic maintenance to equipment and tandem dump trucks.
- Valid D Class driver's license with "Z" endorsement with clean driver's abstract.
- Ability to operate a variety of equipment.
- Working knowledge of requirements as per Book 7 – Ontario Traffic Manual.
- Knowledge of current legislation, infrastructure and public works policies and procedures as well as the Occupational Health & Safety Act.

Key Competencies:

- Ability to use initiative and judgment and to work with limited supervision once tasks have been assigned.
- Ability to work cooperatively and effectively in a team environment as well as independently.
- Ability to understand and execute oral and written instruction and maintain records as assigned.
- Safety Awareness: ability to understand and comply with the Municipal's Safety Policy and Procedures.

Health and Safety:

All Employees are responsible for being aware of, understanding and following Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: Roads Foreperson, Director of Public Works, other team members and office staff.

External: With contractors and members of the public to provide information, ensuring polite and tactful relations.

Working Environment:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions of the job.

- Possible exposure to physical and health hazards.
- Exposure to severe weather conditions, (snow, wet weather, heat, humidity, freezing rain, fog).
- Machine noise, vibration, dust, and dirt.

Job Description Operator

- Potential for stress caused by unpredictable weather and heavy traffic.
- Hours of work vary depending on road conditions and may be on-call.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be provided to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their arms and legs when operating vehicles and equipment. There is a considerable degree of physical skills, lifting (up to 50 lbs.), coordination and speed required. Activities include reaching, sitting, standing, visual attention to details and movement of moderate weight materials. Frequently performs repetitive tasks. This job has limited capability to control interruptions and pace of work.

Impact of Error:

- Loss of revenue to the Municipality.
- Decisions have an impact on the work of others within the department.
- Failure to maintain roads, equipment and worksites can create public safety issues and could impact the Municipality legally.
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality.
- Poor customer service could reflect poorly on the Municipality.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description, however, is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date