

**DOURO-DUMMER
JOB DESCRIPTION MANUAL**

POSITION: EQUIPMENT OPERATOR	PAGE: 1 of 4
REPORTS TO: MANAGER OF PUBLIC WORKS	DATE: June, 2014
THIS JOB DESCRIPTION IS: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> RESCINDED	

JOB SUMMARY:

To provide a variety of maintenance and construction services to Township roads, closed waste sites, parks, transfer station, and municipal facilities.

DUTIES AND RESPONSIBILITIES:

1. Operates grader on shouldering and reshaping ditches, to remove snow and ice from municipal roads and maintain gravel surfaced roads.
2. Operates loader, backhoe on small scale ditching and other minor road construction projects, loads granular materials, replaces guiderails, installs fencing.
3. Operates other municipal equipment to assist in various road maintenance and construction activities.
4. Maintains good road conditions during winter months operating one-man plow truck for sanding, salting and plowing roads. Snowplowing and shoveling sidewalks as required.
5. Conducts general maintenance functions such as patching and roadside brushing, cutting grass, sweeping roads and intersections, sign repair and other maintenance as may be assigned.
6. Installs and repairs culverts.
7. Operates trucks for aggregate haulage and snow removal ensuring that the vehicle is securely loaded for best use of space, protection and even distribution.
8. Fells trees ensuring employee and public safety utilizing chainsaws and other equipment.
9. Repairs and installs roads signs.
10. Conducts general maintenance at closed waste sites and transfer station.
11. Assists in the cleaning and general maintenance of the Township facilities.
12. Maintains equipment by performing such tasks as washing, cleaning and general maintenance functions such as greasing, changing oil and filters and minor repairs. Maintains proper records of maintenance activities.

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13. Responsible to adhere to the Occupational Health and Safety Act, the Township Health and Safety Policy and all other departmental policies.
14. Performs routine mechanical inspection of vehicles and reports malfunctions or defects and maintains vehicle log book.
15. Periodically operates traffic counters and has the ability to calibrate and download information from these units.
16. Assists with general maintenance of closed landfill sites, parks, and transfer station and municipal facilities.
17. Other duties as assigned.

SUPERVISION:

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

CONTACTS:

Internal: With the Manager of Public Works, Lead hand and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public to provide information, ensuring polite and tactful relations.

WORKING CONDITIONS:

Exposure to normal equipment depot environment.

Exposure to hazards and inclement weather conditions.

Labour intensive and physically demanding; lifting, carrying, kneeling, climbing, balancing.

Appropriate personal protective equipment required.

The incumbent may be required to work overtime and unusual hours in order to handle emergency and poor weather conditions.

JOB KNOWLEDGE:

Grade 12 education or equivalent.

Three years related experience in road construction and maintenance procedures.

A knowledge of road construction, maintenance activities and safety procedures are required.

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Expected to use a high level of initiative and judgment and to work with limited supervision once tasks have been defined.

Proven ability to work as part of a cohesive team to accomplish tasks and responsibilities in an efficient and effective manner.

Ability to use tablets, mobile devices, personal computers and Microsoft Office Software.

Valid Class “A” driver’s license with “Z” endorsement with a clean driver’s abstract.

Proven ability to operate a variety of construction and maintenance equipment safely and efficiently.

Understanding of MTO/CVOR legislation and requirements.

Ability to complete WHMIS and Accessible Customer Service training.

Ability to complete flagman training.

Ability to complete Load securement training.

Ability to lift up to 22 kg/50 lbs.

Understanding of Ontario Traffic Manual Book 7 – Traffic Protection.

Current First Aid Certification.

Ability to obtain Chainsaw Operator Safety Certificate and Propane Safety Certificate.

Ability to obtain Surface Miner Common Core Certificate (Basic).

Successful Criminal Record Check.

Key Competencies:

Good communication skills, proven ability to listen and correspond with the public and effectively communicate with supervisor and co-workers with tact and courtesy;

Demonstrate excellent customer service skills, including the ability to remain calm in encountering minor conflicts or complaints professionally and respectfully;

Ability to establish and maintain effective working relationships with the public and other Municipal employees;

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Employee

Chief Administrative Officer