



EQUIPMENT OPERATOR JOB DESCRIPTION

Updated July 2023

Position Title Equipment Operator

Report to Title Roads Foreperson

Position Details

Position status (Full time, part time, seasonal, or contract): Full time

A – RESPONSIBILITIES (includes accountabilities)

1) Scope of Position

- To be able to operate tandem axel truck (with snow plow, sander, water tank and dump attachments), graders (for grading, snow plowing and ice blading), loader, backhoe, sweeper, trackless sidewalk machine, pickup truck, tractor, chain saws, wood chipper, mini excavator, line painter, packer roller other power and hand tools to provide safe roads for the Municipality.
- Assist other departments with various projects throughout the municipality (e.g.) Community Improvement projects, Facilities projects, Utilities projects. Staff assistance is subject to Roads Manager's approval prior to commencement.
- Maintaining proper health and safety is paramount importance in this position. Expected to follow all Government health and safety legislation statutes and acts as well as all municipal policies to ensure a safe working environment for all. Responsible to exercise good judgement, working individually or as a member of a team and following safe work practices to address issues which are more minor in nature at the work site.
- To have good communication and public relations skills in order to deal tactfully with the public.
- Working cooperatively with other road department staff on day to day tasks.

2) Key Responsibilities

Operations & Program Delivery

Maintenance of Equipment

- Maintains equipment, vehicles and tools in safe operating condition by following acceptable maintenance and servicing schedules in accordance with municipal, provincial and federal requirements where applicable as well as manufacture suggestions.

Maintenance of All Roads

- Provide all general maintenance for the roads gravel and asphalt, drainage, and storm systems and catch basin repair, signs, sidewalk maintenance and repair, garbage and leaf bag pick up, line painting, cemetery assistance, compost site maintenance and document all maintenance performed.

Snow Removal

- All snow and ice removal and prevention of all Municipally owned roads, sidewalks and parking lots
- Patrolling roads and recording of time, distance, conditions
- Perform weekend work when required. In addition, schedule may be adjusted to winter hours.

Cutting and Trimming of Trees

- Removal of dead trees and limbs for the public's safety as per the direction of the Road's Foreperson. Record keeping of all tree and limb maintenance.

Documentation

- Documentation of all tasks is a primary element of this role. All documentation (equipment maintenance, tree maintenance, road maintenance, road conditions, etc.) should be updated as the tasks are performed or conditions are assessed. At a minimum record should be updated on a daily basis.

Health & Safety

- Work in a safe manner and in accordance with all Government statutes legislation and Acts and within Central Huron's policies and procedures.

Other

- Other duties as assigned

3) Key Relationships to be managed

External

- Minimal mainly with local vendor for parts and supplies

Internal

- Roads Manger – daily/weekly- interpersonal and written - important relay of work flow effecting both parties
- Roads Foreman – interpersonal - daily- important relay of work flow effecting both parties
- Utilities department, Community Improvement and Facilities- as needed - important- interpersonal - jobs affecting both departments
- Cemetery- daily- interpersonal and written- helping with maintenance and burials

Public Relations

- Deal with the public on a daily basis in a calm courteous and helpful way

4) Autonomy

- Works independently and with staff frequent communication with Roads Foreman

B – QUALIFICATIONS

1) Formal Education and Training

Diploma/degree/certificate

- Grade 12 or equivalent
- TJ Mahoney Certification
- Common Core Certificate
- Book 7 training

License

- Chainsaw Certificate

- Snowplow Course
- Must hold a minimum DZ driver's license. Must have a clear Driver's Abstract.

Other systematic formal instruction

- WHIMIS
- First Aid

2) Ongoing Personal Development

- Mechanically inclined
 - Knowledge of road construction
 - WHIMIS
 - Healthy and Safety
 - Snow Plow Course, Road Patrolling, and minimum maintenance standards.
 - First Aid
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C – EFFORT & WORKING CONDITIONS

1) Physical Effort and Environment

- Sitting, standing, walking, lifting, and general labour

2) Mental Effort and Environment

- Most work is performed outdoors with frequent exposure to potential hazards when maintaining and constructing municipal infrastructure or roads works operations.
 - May be required to work in inclement weather conditions such as blizzards, whiteouts, ice storms, fog, etc.
 - Works overtime and unusual work hours as required responding to emergencies and poor weather conditions. Incumbent may be required to be on call as directed.
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Employee Approval: _____

Date: _____

Manager Approval: _____

Date: _____