



POSITION DESCRIPTION

EQUIPMENT OPERATOR April 2022

REPORTS TO:

Roads Supervisor

POSITION SUMMARY:

Under the direction of the Road Supervisor, operates various types of municipal equipment in the performance of Roads Department maintenance duties and performs other duties of a general maintenance nature, as directed.

MAJOR DUTIES & RESPONSIBILITIES:

1. Responsible for the safe and efficient operation of municipal equipment vehicles: heavy trucks, loader/backhoe, for purposes of sanding/salting and plowing roadways, hauling fill, building/repairing ditches, installing culverts, etc.
2. Performing daily circle checks of equipment and reporting any deficiencies to the Roads Supervisor.
3. Maintaining vehicles/equipment in safe working condition by performing regular maintenance and repairs, as requested by the Roads Supervisor.
4. Using chainsaws and other tools when brushing roadsides, cutting fallen trees etc.
5. Completes daily time sheets and maintains a log book of daily activities.
6. Performs routine housekeeping/maintenance duties at the public works building and yard, as directed by the Roads Supervisor.
7. Required to be available on call 24 hours per day, 7 days per week from December 1 – March 31 and as required for emergency situations.
8. Follows prescribed health & safety procedures including wearing personal protective equipment, and attending training as required.
9. Keeps track of daily time sheets, equipment log sheets, traffic control log sheets and job time sheets and any other operational log / duty sheets as requested by the Roads Supervisor.
10. Performs other duties as assigned by the Roads Supervisor.
11. Operates Roads Department equipment, as assigned.
12. Adheres to all municipal safety policies and procedures and provincial standards and regulations in the performance of assigned duties.
13. Refers public inquiries/complaints to the Road Supervisor.



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EDUCATION / EXPERIENCE / SKILLS:

1. Grade 12 or an equivalent combination of education and related experience.
2. Previous experience in operating heavy trucks, loader/backhoe, bulldozer, etc. Requires over 6 months, but less than one (1) year on the job to learn it.
3. Valid Driver's DZ license (maintaining a clear driver's abstract & CVOR).
4. Must possess or be willing to obtain a chain saw license, traffic control in construction zones certification, surface miner modular license, propane handler's course, WHMIS, First Aid, and be prepared to upgrade any of these and/or obtain any other as required.
5. Physically fit.

Independence of Action

The job requires the application of established methods or procedures; may involve some choice of methods.

Mental Effort

Concentration required when operating equipment on roadways and at construction sites.

Physical Effort

Work may include long periods of uninterrupted time operating equipment when plowing, salting/sanding, heavy physical effort required when digging, brushing, etc.

Dexterity

The coordination of both coarse and fine movements is required.

Accountability

Actions could result in minor loss of time or resources; any may affect the work of others.

Safety of Others

Considerable care is required when operating equipment on public roadways and worksites to prevent injury or harm to others.

Supervision

Supervisory responsibilities are not part of the job function.

Contacts

Contacts are primarily with fellow employees, occasional contacts with the public involving exchanging data or information.

Working Conditions

Required to be available outside of regular working hours to respond to weather conditions and in emergencies. Regularly exposed to noise, dirt, dust, inclement weather, as well as minor or regular exposure to major disagreeable conditions or hazards. No vacation time may be scheduled during the period of December 1 to March 31.