

# TOWNSHIP OF MACDONALD, MEREDITH & ADBERDEEN ADDITIONAL

## POSITION DESCRIPTION

**POSITION:** Equipment Operator/Labourer

**RESPONSIBLE TO:** Road Superintendent

### **SUMMARY OF FUNCTION:**

The Equipment Operator/Labourer is responsible for providing back-up to the Equipment Operator and is the staff person responsible for assisting with grass cutting, landfill and cemetery maintenance. The Equipment Operator/Labourer is also responsible for the provision of general labour duties and works under the direction of the Road Superintendent.

### **ORGANIZATIONAL RESPONSIBILITIES:**

**COMPETENCY 1:** Responsible for providing back-up to the Equipment/Grader Operator; also responsible for the provision of general labour duties.

### **Demonstrated by:**

- Providing back-up to the Equipment/Grader Operator by:
  - Operating the grader & plow truck properly to the minimum maintenance standards in the maintenance of roads
  - Patching, grading, surface treatment including:
    - Grading roads for surface chip asphalt
    - Ditching roads using the grader
    - Cold patching and hot mix patching including shovelling and spreading gravel and raking hot mix asphalt and using roller
  - Using a truck for hauling gravel, asphalt, brush and mud
  - Brushing, tree removal
  - Winter road maintenance including:
    - Plowing and shovelling snow and maintaining to minimum maintenance standards
    - Winging back snow banks with ice blades and snow ditching
    - Salting sanding roads
    - Thawing culverts in spring time
  - Operating the Backhoe to:
    - Dig graves and ditches
    - Snow ditching and plowing municipal lots
    - Installing culverts
    - Loading gravel and sand
  - Maintaining Equipment including:
    - Oil changes
    - Servicing and greasing all equipment

- General repairs including changing blades on graders and plow equipment
  - Truck and grader wings
  - Changing hydraulic hoses on trucks and backhoe
  - General clean-up of shop
  - Operating power washing cleaning equipment
- Functioning as the staff person responsible for:
    - Grass cutting
    - Operating grass cutting equipment
  - Performing general labour duties including:
    - Installing signs
    - Maintaining bridges and culverts including dust control
    - Clearing brush, fallen trees from ditches and roads
    - Operating steam jenny
  - Performing other duties as assigned

**Outcome:**

- Township roads are appropriately maintained
- Township equipment is maintained in good working order
- Resident satisfaction is improved and maintained

**COMPETENCY 2:                    Promote and ensure a safe workplace environment.**

**Demonstrated By:**

- Maintenance of knowledge and compliance with the provisions of the Occupational Health and Safety Act and regulations and all workplace health and safety policies, programs and practices;
- Wearing all required safety equipment; using all equipment and tools in a safe manner and working in a safe manner
- Reporting immediately any contravention of the Occupational Health and Safety Act or any workplace hazard, the absence or defect of any protective device of which the employee is aware which may endanger self or others, including other employees, to the Road Superintendent or Clerk Administrator as appropriate.

**Outcome:**

- Workplace injuries are minimized.

**COMPETENCY 3:                    Effective communication and relationships with other employees, and other including outside contractors and residents.**

**Demonstrated By:**

- Communicating all matters of importance to appropriate members of the Township in an accurate and timely fashion

- Listening carefully to others
- Responding appropriately to general inquiries
- Communicating in a polite and respectful manner at all times

**Outcome:**

- Effective relationships are established and maintained

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- Minimum requirement - High School diploma; and
- Minimum six months to one year related experience and/or training; or
- Equivalent combination of education and experience
- General knowledge of road maintenance
- Experience and proficiency in mechanical and technical skills and equipment including plow truck, welding torches, backhoe, steamer, roller, grader
- Organization, time management, communication and interpersonal skills
- Some understanding of the Ministry of Transportation of Ontario policies that affect Municipal Public Works
- Valid Class DZ drivers license as required to operate Township vehicles

**LANGUAGE SKILLS:**

- Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals
- Be able to write routine reports and correspondence

**REASONING ABILITY:**

- Ability to apply good sense understanding to carry out instructions furnished in written, oral, or diagram form

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working independent of others and with moderate direction
- Working collaboratively as a member of a group/team

- Working overtime hours may be required by the Employer in exceptional circumstances to ensure that seasonal operations are not interrupted

**ESSENTIAL DUTIES:**

- Manual dexterity – use of hands, arms, legs in the operation of Township vehicles and equipment

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