

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN
Job Description

Position:	Grader/ Equipment Operator		
Department:	Public Works Department		
Reports to:	Director of Public Works		
This job description is:	New	x	Revised
	Salary Grade: 600 - 699		

JOB SUMMARY:

Provide a variety of maintenance and construction services in keeping with the on-going operation of the municipal infrastructure for the Township of Havelock-Belmont-Methuen, e.g. roads, bridges, culverts, buildings, waste transfer stations, water and wastewater distribution systems.

DUTIES AND KEY RESPONSIBILITIES:

Operates a variety of municipal owned or rented road construction and maintenance equipment. Primarily tandem and single axle combination dump trucks with wing for the purpose of snow removal from highways and sanding township roads with salt/ sand mix during the winter maintenance season as well as backhoe, front-end loader and grader experience for grading roads during the construction maintenance season and ice blading for winter maintenance season.

Perform daily mechanical and inspection checks of pieces of machinery that are assigned to you or that you are using, reporting and acting on defects.

Hauling of gravel/ aggregate materials, fencing materials, guardrails and other road construction materials on an as required basis.

Operates and works with other smaller equipment such as, brush cutters, chain saws, ladders and other hand tools associated with outdoor building and road maintenance activities.

Perform a variety of maintenance functions related to the Township's roads, including but not limited to road patching, cleaning and repair of culverts, repair and installation of signage, removal of trees on right of way and adjacent properties and cleaning debris on municipal roads.

On occasion conduct small scale ditching, reshaping of ditches to allow for better water flow as well as culvert replacement.

Performs tasks associated with the Townships water and wastewater distribution systems such as repairing leaks and breaks.

Maintains all assigned equipment owned by the Township in a clean and safe operational mode.

Maintain records and complete minor administrative tasks as required such as maintaining daily activity equipment log books.

Notify Director of Public Works of operational problems or concerns as soon as possible.

Conduct all work activities in a manner consistent with the Occupational Health & Safety Act. Observes all Township Health & Safety policies in order to ensure own safety and that of fellow employees and the general public.

SUPERVISORY RESPONSIBILITIES:

The incumbent(s) in this position have no supervisory responsibilities, however from time to time they may be required to oversee the activities of another employee for short periods of time most often a summer student or contract worker.

JOB SPECIFICATIONS:

Must have minimum Grade 12 high school diploma or equivalency acceptable to the Township. Note in order to progress beyond this position the incumbent must hold proof of graduation from Grade 12.

Valid Ontario class D drivers' license with a Z endorsement and a clean drivers' abstract.

Posses a grader operator training certificate.

Proven experience operating heavy construction/ maintenance equipment and machinery.

Strong mechanical aptitude is an asset.

Perform consistently in a construction project environment.

Provincial Certification as a Class 1 Water Distribution and Class 1 Wastewater Collection would be an asset.

KEY PERFORMANCE COMPETENCIES:

Demonstrated ability to accomplish physically intensive tasks within assigned timeframes, normally associated with road construction and repair.

Demonstrated ability to work effectively in small team environment to attain stated goals.

Demonstrated ability to participate in resolving work related problems with co-workers.

Demonstrated ability to communicate effectively with fellow employees and supervisors and in a mutually supportive environment.

Demonstrated ability to use tact when dealing with the public.

Demonstrated ability to use common sense to get things done; identify safety issues and work to resolve issues or problems before they become serious.

Demonstrated ability to complete assigned tasks with minimal supervision.

Demonstrated ability to be highly motivated and complete tasks upon own initiative.

Demonstrated knowledge and understanding of standard vehicle safety and employment health and safety procedures.

WORKING CONDITIONS:

Work is subject to road and traffic hazards.

Exposure to extreme weather conditions both summer and winter.

Work is subject to peak periods, shifting priorities and deadlines.

Normal stress associated with requirement to work extra hours to meet deadlines and attend meetings and emergency public works situations.

Required to be on call to work varied hours during winter and summer maintenance seasons due to unexpected circumstances such as winter snow removal, maintenance and repairs to water and wastewater distribution systems, waste management responsibilities, and roadside assistance during vehicular accident investigations.

Normal stress and strain associated with physical labour in outdoor construction activities.

CONTACTS:

Internal:

- Staff from the Public Works department as well as staff from other departments to coordinate work as required;
- Administrative office employees to exchange information.

External:

- General public to convey or exchange information.
- General contractors, suppliers, neighboring Municipalities / County representatives, and other agencies.

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

Signature of Incumbent

Date

Signature of Director of Public Works

Date

Signature of Chief Administrative Officer

Date