

**TOWNSHIP OF HAVELOCK-BELMONT-METHUEN
Job Description**

Position:	Equipment Operator / Casual Labourer			
Department:	Public Works Department			
Reports to:	Director of Public Works			
This job description is:	New	Revised	x	Salary Level: 400 - 499

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, water and sewer distribution systems.

DUTIES AND KEY RESPONSIBILITIES:

Operate a variety of municipal owned or rented road construction and maintenance equipment with knowledge and understanding of standard vehicle safety and employment health and safety procedures. Primarily tandem and single axle dump trucks and trackless sidewalk machines for the purpose of snow removal from highways and sanding township roads with salt/ sand mix during the winter season as well as backhoes and front-end loaders for the construction 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.

Operate and work with other equipment such as lawnmowers, brush cutters, chain saws, ladders and other power and hand tools associated with outdoor and building 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.

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

Maintain and perform minor repairs on assigned equipment and equipment owed by the township in a clean and operational mode such as cleaning, replacing blades, greasing and changing filters.

Assist with repairing leaks and breaks to water and sewer distribution systems.

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 a summer student for short periods of time (less than 4 hours).

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.

Proven experience operating heavy construction/ maintenance equipment and machinery.

Strong mechanical aptitude is an asset.

Perform consistently in a construction project environment.

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.

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 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