

TOWNSHIP OF MCNAB/BRAESIDE

PERFORMANCE MANAGEMENT

TOWNSHIP OF MCNAB/BRAESIDE Job Description	<i>Job Title:</i> <u>Equipment Operator/Truck Driver</u>	<i>Page #</i> <u>1</u>
<i>Location:</i> <i>Public Works Department</i>	<i>Reports To:</i> Public Works Supervisor	<i>Revision date:</i> July 2017
		<i>Salary grid:</i>
<i>Approval:</i> { } Department Head { } Supervisor { } Employee{s} { } Staff Administration Committee		

Position Summary:

To provide a variety of construction, snow/ice removal, maintenance and repair services to roads and adjacent public property for the safety and convenience of the public.

Qualifications:

Previous experience in the operation of roads department trucks, backhoe and loader and other miscellaneous equipment.

D-Z licence mandatory. Post secondary education in good roads related courses considered an asset.

Strong interpersonal and communication skills. Demonstrated ability to work independently.

Demonstrated excellent safety record, ability to meet physical demands of the position.

Ability to be on call 24 hours per day combined with a flexibility in hours of work.

Position responsibilities:

1. **Program/Service**

- Responsible for conducting general maintenance functions for roads and public works operations such as:
- maintaining roads in good condition for safe, hazard-free driving;
- building retaining walls, and maintaining fences.
- gravel spreading;

- repairing and installing street signs, etc.
- maintains landscaping in healthy, attractive condition.
- cutting brush and operating a wood chipper
- patching potholes
- maintains good condition of roads during winter months by sanding and salting of roads and sidewalks, snow ploughing and shoveling. May be required to respond to emergency requests for snow removal.
- maintains accurate individual time sheets and equipment logs as required by supervisor.
- performs other related duties as assigned.

2. **Human Resources**

Not responsible for supervising or directing the work of others.

3. **Financial Resources**

Not responsible for the preparation of budgets or the acquisition of funds.

4. **Material Resources**

- Carries out work assignments using a variety of vehicles and heavy equipment, plus hand and power tools. Responsible for the safe and effective use of equipment and selects the correct equipment to perform all jobs.
- Maintains equipment, vehicles and tools in safe operating condition by:
- following acceptable maintenance and servicing schedules (oil changes, filters and lubrication, etc.) according to service manuals;
- performing repair/replacement work;
- recommending major repairs and/or replacement of equipment to the Public Works Supervisor or designate.

SKILL AND EFFORT

5. **Knowledge**

- Ability to operate a variety of machinery/ construction and maintenance equipment safely and efficiently.
- Knowledge of road construction and maintenance activities, and safety procedures and standards.

6. Physical Skill and Effort

- Excellent physical condition with ability to handle physical demands and heavy machinery including trucks.

7. Decision making and Judgement

Work is performed under the supervision of the Public Works Supervisor designate, with access to the Public Works Supervisor or designate for advice and information regarding assigned duties. Access to established policies and procedures, as applicable.

Judgement is exercised in:

- Working without supervision once the task has been outlined by Public Works Supervisor or designate.
- Notifying the Public Works Supervisor or designate of operational problems or issues as necessary.
- Ensuring that work activity is carried out according to quality standards established by the Public Works Supervisor or designate.
- Protects own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

8. Interpersonal Skills/Contacts

Interpersonal skills to work with co-workers and provide information to public.

Internal:

- With other co-workers for the purpose of sharing information to complete work assignments.

External:

- With the public to provide information, ensuring polite, tactful relations.

WORKING CONDITIONS

9. **Environment**

Exposed to physical hazards and inclement weather conditions such as blizzards, white-outs, ice storms, fog, heat, cold, etc.

10. **Control Over Work Schedule**

Works overtime and unusual work hours as required to handle public works emergencies and poor weather conditions.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.