

TOWNSHIP OF MCNAB/BRAESIDE

PERFORMANCE MANAGEMENT

TOWNSHIP OF MCNAB/BRAESIDE Job Description	<i>Job Title:</i> Casual/Call-in Plow Operator	<i>Page #</i> 1
<i>Location:</i> Public Works Department	<i>Reports To:</i> Public Works Supervisor	<i>Revision date:</i>
		<i>Salary grid:</i>
<i>Approval:</i> { } Department Head { } Supervisor { } Employee{s} { } Staff Administration Committee		

Position Summary:

Responsible, under the direction of the Public Works Supervisor or designate, to respond during winter weather events to provide 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 a pickup truck with snow plow and sanding unit.
 Experience operation of heavy equipment, backhoe, loader, etc., to load sand/salt.
 Full "G" licence with a clean abstract mandatory.
 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**

- Operate a pickup truck with slow plow and sanding unit.
- Operates a backhoe, Loader and/or other equipment as required.
- Conducts general maintenance and manual labour functions for Public Works operations as assigned by the Public Works Supervisor.
- Conducts work in compliance with all municipal and provincial Occupational Health and Safety legislation, regulations, policies and procedures. Ensures that all

- safety apparel is worn when required.
- Completes logs and time sheets as required.
- Operates all equipment safely and in accordance with all policy, procedures, by-laws, Ministry guidelines, regulations and legislation, and as personally licensed to operate.
- Reports any defects to machinery, property or process to the Public Works Supervisor or Lead Hand promptly. Ensures vehicles and machinery are kept in a safe, neat and tidy order.
- Performs other 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:
 - 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 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 or 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

There is no set schedule, call-in on an as needed basis to respond to winter weather events.

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.