

THE CORPORATION OF THE TOWNSHIP OF TARBUTT

POSITION DESCRIPTION

JOB TITLE: Equipment Operator/Labourer **DEPARTMENT:** Roads

REPORTS TO: Road Superintendent **DATE:** April 1, 2022

PRIMARY FUNCTION:

The Equipment Operator/Labourer is responsible for the safe and responsible operation of all municipal equipment at all times, providing supportive assistance related to roads, parks, community buildings, playgrounds, the municipal landfill, or any other duties as may be assigned.

REPORTS TO:

Road Superintendent or, in absence of the Road Superintendent, the Clerk

MAJOR EQUIPMENT OPERATED:

- Tandem dump/plow truck and attachments
- Tri axle truck with dump box and sander
- Grader
- Backhoe
- Chainsaw
- Hand and maintenance tools
- Steamer
- Mowers, tractors and lawn equipment
- Welding equipment would be considered an asset

RESPONSIBILITIES:

- Safe and efficient operation of the municipality's vehicles and equipment related to roads, facilities, parks, playgrounds, municipal property and the landfill;
- Conduct patrol of municipal roads and facilities to determine maintenance or upkeep that may be required in order to ensure their safe operation;
- Perform routine maintenance on equipment and facilities;
- Report any irregularities, areas of concern, malfunctioning equipment, potential hazards to Road Superintendent, Clerk, and arrange for correction;
- Ensure compliance with Occupational Health and Safety Act requirements;
- Comply with Township Health and Safety, Bullying, Harassment policies and procedures, etc;

- Employee must be self-directed and able to work with minimal supervision;
- Perform manual labour, lifting, carrying, pushing, conduct traffic control, bending, shoveling, picking up debris, raking, etc.
- Perform other duties as may be assigned from time to time.

QUALIFICATIONS:

- Ontario Secondary School Diploma;
- Experience in a municipal works department would be a benefit;
- Heavy Equipment Operator Certification would be an asset.
- Minimum two years experience as a heavy equipment operator using a variety of equipment;
- Good interpersonal skills to work with the public, council members, contractors and coworkers;
- Working knowledge of provincial legislation, minimum maintenance standards pertaining to roads, bridges, highways and traffic, municipal regulations, policies and by-laws;
- Must be physically fit and able to climb and to lift a minimum of 50 pounds.

CERTIFICATION REQUIREMENTS:

- Valid DZ license
- Chainsaw certification
- WHMIS certification
- First Aid and CPR certification
- Wheel certification, Brake certification, and Traffic Control would be considered definite assets.

Driver's License abstract, CVOR Certificate and Criminal Record check will be required.

HOURS OF WORK

The Equipment Operator/Labourer will be required to work up to 40 hours per week with an option of overtime payment or accumulation of time off in lieu of overtime.

Overtime is to be accrued only in emergency situations.