

THE TOWNSHIP OF TEHKUMMAH

JOB DESCRIPTION: PUBLIC WORKS LABOURER (EQUIPMENT OPERATOR)

POSITION: Equipment Operator

REPORTING RELATIONSHIP: Reports to Roads Superintendent

PURPOSE OF POSITION:

- to assist the Roads Superintendent in the maintenance of Township public works

RESPONSIBILITIES:

- Carry out public works maintenance duties, as directed, including, but not limited to grading, snow plowing, sanding, ditching, culvert repair, grass/weed/brush clearing, patching, etc.
- Operate all public works equipment and assist with repair and maintenance of all such equipment.
- Assist in public works construction programs, if required.
- Carry out shop repair and maintenance tasks as required.
- Work independently and in a safe and conscientious manner.
- Be willing to work a variable work schedule, according to weather conditions and construction demands.
- Report for work on a regular and **conscientious** basis
 - Carry out other duties that may be assigned from time to time.
- Be able to interact with the public and assist the public in a courteous manner.
- Ensure that Occupational Health & Safety Practices are adhered to. Report any issues to the Roads Superintendent.
- Other duties as assigned.

WORKING CONDITIONS:

- Usual hours of work are 7 am to 3:30 pm (1/2 hour lunch) for a 40 hour week. Overtime is compensated at a rate of time and a half after 44 hours in one week. Overtime is compensated as per the Employee Policy.

WORKING RELATIONSHIPS:

- Report to the Roads Superintendent regarding any required absences or vacation time. Ensure open communication with supervisor at all times.
- To receive guidance from the Roads Superintendent.
- Must be tactful in dealing with the public.

KNOWLEDGE & SKILL:

- Minimum Grade 12 education; equivalent experience will be considered.
- Ability to operate a variety of public works equipment (trucks, grader, backhoe, etc.)
- Experience in repair and maintenance of roads, ditches, culverts, etc.
- Possession of valid driver's license (Class D-Z)
- Ability to work independently and under occasional conditions of stress or pressure
- Ability to work with regard to the safety of self, other employees and the general public
- Ability to apply initiative and/or creativity to the solution of problems, and
- Ability to work as a member of a team.

SPECIAL CONDITIONS:

- Must be able to attend the Tehkummah Municipal Garage within 30 minutes of being called out.

IMPACT OF ERROR:

- Poor public work maintenance or unmaintained equipment could result in increased long-term costs, personal injury, safety hazards and damaged vehicles.

CONTROL:

- General Supervision by the Roads Superintendent