

**TOWNSHIP OF ADMASTON/BROMLEY
JOB DESCRIPTION**

Job Title:	Last Revision Date: December 7, 2009
Machine Operator	Approved By:
	Council
Reports To:	Effective Date:
Road Superintendent and/or Lead Hand	

Position Summary:

Primary function of worker is to operate a truck/backhoe/grader and to perform various construction, maintenance, repair and emergency response services related to the Township roads while focusing on public safety and convenience.

Position Qualifications:

- D-Z license mandatory, A-Z license an asset, a Clear Driver's Abstract.
- Demonstrate ability to work independently and as a team and meet physical demands of the position.
- Experience in:
 - operation of truck, backhoe and knowledge of grader operation.
 - operation of Roads Department i.e. installing/repairing culverts, ditching, trenching, as well as posting fences, guide rails, signs, etc.
 - loading aggregates, culverts, posts, brush, logs, etc.
 - various other equipment duties such as steamer, chipper, chain saws, drilling, water tank and pump.
 - ability to be on-call 24 hours per day combined with flexibility pertaining to the hours of work.

Current training in the following courses would be considered an asset:

Commercial Vehicle Wheel Services, Air Brake Adjustment (commercial vehicles), Propane (steamer), Chain Saw License, Welding (arc and acetylene), Mechanical aptitude.

Position Description:

- 1) Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the Township of Admaston/Bromley.
- 2) Seasonal Responsibilities:
Winter
snow plowing, salting and sanding of roads.

Spring
maintenance of culverts and ditches, as well as flood control.

Summer
road construction, maintenance of culverts, ditches, guide rails, fencing, cold patching, weed control and brushing.

Autumn
prepare the equipment for winter as weather permits for snow fencing, brushing, cold patching.
- 3) Performs machinery maintenance throughout the year.
- 4) Performs other general labourer activities as directed.
- 5) Protects own health and 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.

The forgoing 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.