



## **JOB DESCRIPTION**

**TITLE:**           **Equipment Operator**

**REPORTS TO:**   Public Works Superintendent (and Lead Hand(s) for functional supervision)

**LOCATION:**       Public Works Garages (and throughout Township)

**SUMMARY:**     The Equipment Operator performs a wide range of public works related duties such as but not limited to winter control, road maintenance, facility repairs and maintenance, grounds and tree maintenance, culvert, and drainage repairs, etc. The Equipment Operator will operate and maintain a range of tools, heavy equipment, and vehicles.

### **MAIN RESPONSIBILITIES (This is not an exhaustive list)**

1. Operate tools and equipment for winter control operations, road maintenance, emergency repairs, grading, roadside ditching, culvert repairs and thawing, garbage storage and transport, landfill activities, signage and guide rail repairs, brushing, tree trimming, materials transport, and/or load, dump, level materials, etc.
2. Maintains accurate road patrol and CVOR logs.
3. Set-up and remove winter control equipment.
4. Check equipment for fuel, oil, water, coolants, lubricants and keep accurate logs and report irregularities.
5. Conduct daily circle checks of vehicles/equipment and log accordingly.
6. Decontaminate equipment after winter control or other use.
7. Maintain all vehicles, tools, and equipment in good and safe operating condition and report defects to the Lead Hand or Public Works Superintendent.
8. Performs minor repairs to tools, vehicles, and equipment such as change oil and grease, replace belts, as required.
9. Keeps Public Works Garages, Yards and other work areas organized, clean and safe at all times.

10. Performs buildings maintenance such as general repairs, painting, etc.
11. Opens, closes, and secures public works properties, facilities, and equipment.
12. Ensures safety rules and requirements are observed at all times.
13. Adheres to all regulatory requirements including but not limited to *Highway Traffic Act*, Minimum Maintenance Standards, OHSA, WHMIS, local by-laws and others.
14. Perform other assigned duties.

**DIRECT REPORTS:**

N/A

**EDUCATION/EXPERIENCE:**

- High School Diploma
- Minimum 1-year municipal public works, heavy construction equipment, or related experience.
- The Township may consider a different combination of education and experience where appropriate.

**ADDITIONAL COMPETENCIES/SKILLS:**

**REQUIRED:**

- Must possess skills and training in general public works activities such as gravel and asphalt road repairs and maintenance, ditching, flood control, culvert repairs, grass cutting, tree trimming, weed control, garbage transport, signage, excavations, winter control, general equipment maintenance, facilities repairs and maintenance, etc. Experience with operating and maintaining heavy equipment such as Tandem Trucks, Backhoes, Excavators, Graders, etc.

**REQUIRED:**

- Class DZ License
- WHMIS

**DESIRABLE:**

- Occupational Health and Safety Training (OHSA)
- OGRA Inspections Training
- Welding Training (Arc and Acetylene)
- Heavy Equipment Operator Training
- Chain Saw Certification
- Working at Heights Certification
- CVOR Training

- Commercial Vehicle Wheel Service Certification
- Air Brake Adjustment Certificate (Commercial Vehicles)
- Pre-trip Inspection
- Snowplow Operator Training

**EFFORT:**

- Responds to winter control and emergency repairs on a 24/7 on-call basis.
- Handles and balances multiple shifting priorities.
- Requires attention to detail while working with heavy equipment and materials.
- Safely operates manual and mechanical tools, equipment and vehicles daily.

**IMPACT OF ERROR:**

Errors may result in:

- Damage to Township or private property.
- Damage to Township vehicles, tools or equipment.
- Injury to the public or Township employees.

**WORKING CONDITIONS:**

Exposure to cold and hot temperatures, heavy construction noises, dust, debris, fuels, fumes, foul odours, etc.

Physical work environments, including working at heights.

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