

Job Description

Equipment Operator



Position Synopsis and Purpose

The Equipment Operator performs a variety of duties in connection with road maintenance, including operating and repairing all departmental equipment, installing and maintaining road signs, maintaining municipal buildings and other facilities, installing and repairing municipal drains and assists with operational requests from other municipal departments



Responsibilities

Infrastructure Maintenance (55% of Time)

- Operating machinery, tools and equipment required to maintain road infrastructure including: snow and ice management, grading roads, excavating ditches, hauling and spreading materials and emulsion reactive chemicals, operating heavy construction machinery and trucks, conducting seasonal roadside maintenance, and undertaking all roadside woodland forestry maintenance
- Operate winter maintenance equipment including tandem and single axle plow trucks, front end loaders, heavy construction equipment as directed
- Install and maintain regulatory, warning and information signs as per the Ontario Traffic Manual as directed
- Reports road conditions, damage, vandalism and other conditions to the Road Supervisor(s) and/or Assistant Road Supervisor(s), and carries out repairs as directed
- Repair municipal sidewalks in urban areas
- Performs roadside forestry maintenance activities
- Picking up litter and debris within Municipal right-of-way

Infrastructure Renewal Management (35% of Time)

- Repair, replace and/or install municipal drains including steel culverts, tiling, catch-basins, and erosion control devices

- Assess type and quantity of material needed for road construction, assist with ordering gravel and other materials as required and reporting material quantities consumed to the Road Supervisor(s) and/or Assistant Road Supervisor(s)
- Operate heavy equipment as directed to complete road construction projects
- Repair storm sewers as directed
- Perform general labour duties as directed
- Assist with installing traffic control devices to ensure a safe working environment within the roadway as per the Ontario Traffic Manual
- Operate and perform chip sealing operations required for maintenance activities and new construction project

Fleet and Facility Management (10% of Time)

- Perform all required mechanical maintenance of all heavy construction equipment and vehicles (ie. oil changes, tire repair, painting, wiring and welding)
- Perform daily safety inspections of equipment and vehicles and report any deficiencies
- Recommend fleet and facility repairs and other aspects of department operations as required to the Road Supervisor(s) and/or Assistant Road Supervisor(s)
- Perform routine maintenance and construction activities at each Operations Centre
- Assist with inventory procurement
- Perform safe operations of all heavy construction equipment and vehicles, and ensure proper use of chemicals

Other Duties (5% of Time)

- Undertakes other duties as directed by the Road Supervisor(s) or Assistant Supervisor(s)

Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications

Education (degree/diploma/certifications)

- Secondary School Diploma

Experience

- 3 years in a transportation municipal operations environment
- Winter maintenance equipment operations

Knowledge/Skill/Ability

- Thorough knowledge of the Occupational Health and Safety Act
- Ability to work in a physically demanding environment
- Valid driver's license – Class AZ or DZ

Note: As a condition of employment, the incumbent must provide a successful criminal and vulnerable persons screening and background check while showing a clean driver's abstract.



Preferred Qualifications

Education (degree/diploma/certifications)

- Standard First Aid CPR/AED Level C Training
- Occupational Health and Safety Confined Space Training
- Completion of the TJ Mahoney, Construction & Maintenance Certification accredited by the Ontario Good Roads Association
- Completion of a Heavy Equipment Operator Program

Experience

- 5 years in a transportation municipal operations environment
- Winter maintenance equipment operations

Knowledge/Skill/Ability

- Strong technical knowledge of transportation related processes, methodologies, Provincial regulations, and construction practices
- Excellent verbal and written communication skills
- Working knowledge of Ontario Traffic Manual Book 7
- Provincial Regulations and Acts
- Common core and surface miner training for municipal quarry pit operations
- Fuel handling safety training
- Facility overhead crane training
- Chainsaw certification
- Welding



Work Setting

Contacts

Contact	Frequency	Nature of Interaction
Contractors	Occasional– bi-weekly to monthly	Municipal projects
Public/Residents	Rare– once in a while	Residential inquiries
Department	Frequent– daily	Equipment Operators, Lead Hands, Assistant Road Supervisors, Road Supervisor
Fleet Service Providers	Occasional– bi-weekly to monthly	Discussing equipment repairs
Municipal Departments	Rare– once in a while	Provide staff and equipment assistance

Work Conditions

This position’s time will be spent predominantly in the field or while operating a motorized fleet while performing core functions, in accordance with best industry practices and applicable laws, legislation and regulation, and under the direction of the Road Supervisor(s) or Assistant Road Supervisor(s).

Normal hours of work are 40 hours per week, Monday to Friday. Seasonal evening and/or weekend work will be required. This position requires the individual to be on call 24/7 available in all weather conditions, and work frequently with heavy equipment, hazardous products containing MSDS, and around other utilities (hydro, water, wastewater, gas, telecommunications, etc.). The use of Personal Protective Equipment will be required at all times.



Corporate Values

- **Respect:** We are an open, courteous and inclusive workplace that values and celebrates the varied backgrounds and experiences of our community. We ensure every resident can participate in our community and engage with our municipal government.
- **Cooperation:** We work in a spirit of trust, collaboration and partnership across departments and with our community to achieve our shared goals.
- **Innovation:** We embrace innovation to improve our delivery of services. We take initiative, and are flexible and creative in anticipating and adapting to changing conditions.
- **Integrity:** We take accountability for our actions and deliver what we promise. We are truthful and honest in how we do our job. We inspire public confidence and trust in our municipal government.



Position Classification

Position Title	Equipment Operator
Division	Transportation Division
Department	Public Works and Engineering
Classification	Non-Union
Branch	N.A.
Reports to (Direct)	Road Supervisor
Equivalency Code	N/A
Hours per Week	40
Effective Date	October 26, 2020
Revision Date	January 21, 2021