



MUNICIPALITY OF HURON EAST

PUBLIC WORKS DEPARTMENT Requires (1) Equipment Operator/Labourer

Applications are now being received by the Municipality of Huron East for the position of Public Works Equipment Operator/Labourer.

All applicants must have a Valid DZ Driver's Licence and Secondary School Diploma.

This position entails a minimum of 40 hours of regular work per week and may require working overtime and unusual hours including weekends and holidays.

A complete job description is available at the Huron East Municipal Office or on the website at www.huroneast.com

Applications, clearly marked are to be submitted to the Huron East Municipal Office, 72 Main Street South, Seaforth, Ontario, N0K 1W0 – to the attention of Barry Mills, Public Works Manager by **12:00 noon on Wednesday, February 17th, 2010**

MUNICIPALITY OF HURON EAST
JOB DESCRIPTION
Prepared: 11/16/2005 3:45 PM

Position Title **ROADS OPERATOR A**

Department **PUBLIC WORKS**

Report to Title **WORKING SUPERVISOR**

Position Details

Position Status:	Full Time
Pay Method:	Hourly
Normal workweek:	40 hours
Overtime status:	Averaging over 88 hours in two-week period

A – RESPONSIBILITY

1. Scope of Position:

The Roads Operator A safely & effectively operates various heavy machinery such as snow plows, graders, back hoes and power equipment & tools to maintain & improve roads, sidewalks, signs, drains and other public property as assigned.

The Public Works Manager manages the activities of the dept. staff. The Public Works Manager with the assistance of the Working Supervisors plans, organizes, schedules & assigns all daily work to be performed by Public Works staff. The Working Supervisor supervises the performance of assigned tasks and the work of the Roads Operator As.

2. Key Responsibilities

Program Delivery

- (a) Performs general maintenance functions for roads and Public Works operations as directed.
- (b) Maintains roads, streets, sidewalks, and parking lots in good conditions for safe hazard free driving and pedestrian use as directed in all seasons.
- (c) Repairs and installs all street/traffic signs etc. as directed.
- (d) Responds to requests for snow removal, storm clean up & other urgent Public Works activities as directed

- (e) Performs routine maintenance and assists on construction projects related to water mains, sanitary sewers, storm sewers, storm drains and culverts as directed.
- (f) Performs tree trimming and removal as directed.
- (g) Maintains roadsides in good condition as directed. This may include grass-cutting duties and garbage, leaf & brush pickup.
- (h) Participates in dust control on gravel roads.
- (i) Maintains parks as directed.
- (j) Passes onto their Working Supervisor for resolution, all service inquiries from, ratepayers, agencies, staff, media etc. Council members are to not to contact Operators directly but instead work through the Public Works Manager.
- (k) Carries out work assignments using a variety of vehicles and heavy equipment, plus hand and power tools. Responsible for the safe and effective use of equipment and selects the correct equipment to perform all jobs.
- (l) Recommends to their Working Supervisor any observed appropriate repairs and improvements to any Huron East property.
- (m) Recommends to their Working Supervisor any ideas for the continuous improvement of Public Works service to the Public.

Human Resources

- (n) Discuss assigned tasks daily with the Working Supervisor, including the most useful equipment for certain jobs.
- (o) Follows health and safety practices in accordance with established procedures.
- (p) Will be called upon to work varying, and sometimes lengthy, work schedules during times of heavy workload.

- (q) Will be available to work overtime and flexible hours as required to handle Public Works emergencies and poor weather conditions. May be placed on call on a rotating schedule for after hours and weekends to handle Public Works emergencies.

Material, Financial & Information Resources

- (r) Keeps a daily log of activities.
- (s) Maintains equipment, vehicles and tools in safe operating condition by following acceptable maintenance servicing schedules according to service manuals and master schedule. Must complete daily vehicle checks prior to usage.

Other

- (t) The Roads Operator A also performs the following duties:
 - (i) Any other duties as may be assigned by the Working Supervisor.
 - (ii) Any other duties as required by law.
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B – SKILLS

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum education but have compensating work experience.

1. Formal Education and Training

Minimum degree required: Secondary School certificate or equivalent
Required licence: Valid Ontario DZ drivers licence with a current & acceptable Driver's Abstract
Safety training including WHIMIS and First Aid

2. Work Experience

Operating Heavy Equipment: Two years required

3. Decision Making

The Roads Operator A normally operates under the direct supervision of the Works Foreman. The Roads Operator A will be called upon from time to time to make decisions on his/her own. Judgement will be required during construction and winter maintenance related activities.

4. Communication

- Ability to express themselves clearly and concisely orally one on one.
- Ability to present information in a competent manner.

5. Key Relationships (contacts)

Internal

Council members: No interaction. All Public Works interaction with Council occurs through the Public Works Manager.

Clerk-Administrator: No interaction. Most Public Works interaction with the Clerk-Administrator occurs through the Public Works Manager.

Public Works Manager: Some interaction. PW projects & tasks are planned and assigned to the Working Supervisor.

Working Supervisor: Constant daily interaction as the Working Supervisor supervises the tasks assigned to the Roads Operator As.

Other Supervisors or staff: Regular interaction with other public works staff.

External

Public: Daily interaction required. Inquiries are referred to the PW Manager.

Construction contractors: Occasional interaction required. The Working Supervisor supervises their work

6. Other Key Skills

Soft skills

- Good interpersonal skills
- Team player.
- Acceptable written and oral communication skills.
- Good time management skills.
- Adaptable & flexible

Technical skills

- Ability and manual motor skills to operate heavy machinery & equipment safely, efficiently and effectively.
 - Familiarity with current MOL Health and Safety regulations
 - Familiarity with Public Works standards and levels of service.
 - General knowledge of hydraulic, electrical, and mechanical systems.
 - Manual motor skills are required to perform repairs and maintenance.
 - General knowledge of the construction industry.
 - Physical ability to perform labour on a construction site.
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C – EFFORT AND WORKING CONDITIONS

1. Physical Effort and Environment

The Roads Operator A workload can be very heavy depending on the season and demand for services. Hours worked will vary considerably. The position is paid hourly with provisions for paid or banked overtime. The Roads Operator A will occasionally have to respond to emergency situations. The physical working environment can be demanding, with many physical hazards. There is a high risk of injury without proper controls. Will be required to work in poor weather conditions.

2. Mental Effort and Environment

The mental strain resulting from the work is relatively low.
