

**MUNICIPALITY OF HURON EAST  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Winter Heavy Equipment Operator</b>	
<b>Department:</b>	Public Works	
<b>Reports to (Title)</b>	Public Works Foreman	
<b>Job Description last updated on (Date):</b>	<b>July 6, 2023</b>	

<b>POSITION DETAILS</b>	
Position Status (full-time/part-time/seasonal)	Full-Time Seasonal & Part-Time Seasonal
Primary Work Location	Outdoors; Public Works Shed
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	Varies based on need
Overtime Status (paid/unpaid/rate/after x# hours)	Paid after 44 hours/week; Paid on weekend work, holidays
Benefits:	OMERS? YES Group Benefits? NO

**GENERAL DESCRIPTION (OVERVIEW) OF POSITION**  
 The Winter Heavy Equipment Operator assists in the day-to-day winter operations of the Public Works Department in an effective, efficient, and safe manner.

<b>2.</b>	<b>Key Responsibilities</b>
	<ul style="list-style-type: none"> <li>i. Perform winter maintenance activities in accordance with the Huron East policies and procedures as approved by Council including snowplowing, sanding and salting as directed by the Public Works Foreman;</li> <li>ii. Awareness of obstacles adjacent to the road to avoid damage to public property when operating plow, including snow off the wing;</li> <li>iii. In collaboration with Patroller on duty, assess the road conditions to determine the most appropriate course of action to best improve the road condition (sand/salt/plow);</li> <li>iv. Inspect equipment to ensure it is in good working order prior to use at the beginning of every shift; record and report any and all vehicle deficiencies;</li> <li>v. Routine inspection and maintenance of plow and related equipment;</li> <li>vi. Operate loader to load and move materials;</li> <li>vii. Yard and building cleaning and maintenance as directed;</li> <li>viii. Performs other related duties as assigned.</li> <li>ix. Responsible for record keeping of winter/ routine patrols, completed maintenance jobs, and equipment service records.</li> </ul>

## SECTION A: SKILLS

<b>1.</b>	<b>Knowledge</b>	
<b>a)</b>	<b>Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)</b>	
	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> </ul>	
<b>b)</b>	<b>Formal Training (designation(s) or certification(s)) required:</b>	
	<ul style="list-style-type: none"> <li>• Valid DZ License with clean driving abstract</li> <li>• Occupational Health &amp; Safety</li> <li>• WHMIS</li> </ul>	
<b>c)</b>	<b>Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.</b>	
	<ul style="list-style-type: none"> <li>• Previous grader/heavy equipment operator experience preferred;</li> <li>• Snow Plowing experience;</li> <li>• Must be competent within the meaning of the Occupational Health &amp; Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality;</li> <li>• Must ensure a high level of confidentiality, integrity and professionalism at all times.</li> </ul>	
<b>d)</b>	<b>Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands</b>	
	Time Management	Work independently and with others.
	Communication Skills	Organizational Skills
	Technical & Mechanical Skills	Ability to Multi-Task
	Problem Solving Skills	Attention to Detail

<b>2.</b>	<b>Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:</b>	
	<ul style="list-style-type: none"> <li>• Decisions are of a simple nature. This position is not empowered to act without Managerial approval with respect to major/complex issues.</li> </ul>	

<b>3.</b>	<b>Communication – written, verbal and interpersonal</b>	
	a. Written, verbal and interpersonal skills	
<b>a)</b>	<b>Internal contacts (council, managers, non management staff)</b>	
	CAO, Managers, and non-management staff	

<b>b)</b>	<b>External Contacts (general public, suppliers, government, professionals, boards, etc)</b>
General public, suppliers.	
<b>Nature of the communication:</b>	
<ul style="list-style-type: none"> <li>• Basic communications</li> </ul>	

### **SECTION B: EFFORT**

<b>1.</b>	<b>Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.</b>
<ul style="list-style-type: none"> <li>• High degree of mental alertness required at all times;</li> <li>• Some complexity to work, analysis and problem solving.</li> <li>• Repetition of duties</li> </ul>	

<b>2.</b>	<b>Physical &amp; Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.</b>
<ul style="list-style-type: none"> <li>• Routine physical activities including standing, walking, bending, reaching, stretching, pushing, and pulling; some carrying and climbing;</li> <li>• Manual dexterity required for use of tools and equipment</li> <li>• Heavy lifting up to 50lbs</li> </ul>	

### **SECTION C: RESPONSIBILITY**

<b>1.</b>	<b>Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning</b>
<ul style="list-style-type: none"> <li>• Performing of duties has an immediate effect on the provision of programs/services.</li> <li>• Some contact with the public.</li> </ul>	

<b>2.</b>	<b>Human Resources: personnel policies and procedures, supervision, health and safety, training</b>
<ul style="list-style-type: none"> <li>• Expected to adhere to the policies and procedures as outlined by the Municipality, Occupational Health &amp; Safety.</li> </ul>	

<b>3.</b>	<b>Material &amp; information resources – equipment, property, data records and software, confidentiality</b>
<ul style="list-style-type: none"> <li>• Responsible for storage, maintenance, and inventory of materials, some hazardous, for the department</li> <li>• Responsible for reporting unmaintained, potentially dangerous property or equipment that could affect the safety of the public and/or staff.</li> <li>• Uses small and large equipment safely</li> </ul>	

<b>4.</b>	<b>Financial Resources – budgets, treasury, accounting and confidentiality</b>
<ul style="list-style-type: none"> <li>• Works to keep department’s operational costs within scope of Municipal budget</li> </ul>	

**SECTION D: WORKING CONDITIONS**

<b>1.</b>	<b>Physical surroundings and hazards</b>
<ul style="list-style-type: none"> <li>• Mostly outdoor work causing exposure to inclement weather, including severe conditions such as freezing roads, blizzards and white outs with poor visibility and slippery conditions;</li> <li>• Use of hazardous workplace materials, including chemical cleaning products, and powered and non-powered equipment and tools</li> </ul>	
<b>2.</b>	<b>Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption</b>
<ul style="list-style-type: none"> <li>• High degree of mental alertness required to ensure the safety of self and others;</li> <li>• Flexible schedule required to account for operational coverage outside core hours, including emergencies, holidays, weekends, on-call and seasonal shifts</li> </ul>	

**SECTION E: APPROVAL**

<b>Employee Approval</b>	
<b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Name	
Signature	
Date	

<b>Supervisor Approval</b>	
<b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	

<b>Next Level of Supervision (If applicable)</b>	
<b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	

Date	
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