



Township of North Kawartha Job Description

Position: Equipment Operator	Date: August 2021
Reports to: Road Supervisor	Department: Road Department

Purpose:

Reporting to the Road Supervisor, the Equipment Operator is responsible for operating various vehicles in the municipal fleet including but not limited to graders, bulldozers, backhoes, loaders, trucks, and tractor mowers. This position also encompasses truck driver and labourer duties. The incumbent must be able to provide a variety of public works services including road maintenance (snow plowing/removal, sanding, road grading, ditch/culvert digging) for the Township. This includes all general maintenance and repairs to Township roads for the safety and convenience of the public.

Responsibilities:

1. Conduct circle check of all equipment to ensure proper working order prior to use.
2. Ensure all equipment is fully fueled prior to use.
3. Perform light maintenance and general cleaning of all equipment, machinery and tandem trucks including washing, greasing, and changing oil. Identify when mechanic is needed for more significant repairs.
4. Prepare equipment for winter road maintenance. Plow and sand Township and County roads.
5. Haul various materials to job sites by tandem truck or pick-up truck.
6. Operate wheel loader for loading and unloading materials.
7. Assist in job set up and organize timing of material deliveries in the absence of the Road Supervisor.
8. Report liabilities on roads to the Road Supervisor (i.e. downed signs, road washouts, trees, traffic signal repair needs, etc.).
9. Check both road and culvert grades for quality standards. Assist in restoration when required.
10. Utilize chainsaw, backhoe, chipper, and/or mower to maintain clear sightlines within the Township.

11. Provide information to other Operators, Labourers, Truck drivers and Traffic Control regarding flow of equipment and trucks on job sites.
12. Remove and bury deceased animals found on roads.
13. Participate in all aspects of the Occupational Health and Safety Act, and maintain knowledge of municipal policies.
14. Other duties as assigned.

Supervision:

This position has no supervisory responsibilities.

Working Relationships:

Internal:	Municipal Staff	Manager and colleagues
External:	General Public Private Contractors	Municipal Auditors

Skills and Competencies:

- Ability to read and understand basic construction drawings
- Written and verbal communication skills
- Problem solving ability
- Ability to attend to safety considerations
- Concentration and attention to detail
- Manual dexterity
- Physical effort to push/pull or hold heavy equipment or materials
- Sense of accountability
- Ability to work independently

Knowledge, Training and Qualifications:

- Grade 12 Diploma or equivalent.
- Class “A” driver’s license with “Z” endorsement with clean driver’s abstract.
- Ability to obtain Chainsaw Operator Safety Certificate and Propane Safety Certificate.
- Knowledge of safety procedures.

- Ability to complete WHMIS training.
- Ability to lift up to 22kg (50 lbs).
- Ability to operate and perform light maintenance on grader, loader, trucks, back-hoe, tractor mower, chipper, chainsaw, steamer.
- Ability to utilize basic hand tools.
- Ability to weld and fabricate would be an asset.

Working Conditions:

Typically an outdoor or garage work environment with frequent exposure to inclement weather, dirt, dust, noise, vibration, grease and oil. Frequent travel to construction sites and public property. Non-routine work hours, with additional work hours beyond that of the normal work week expected on a regular basis. Occasional lifting and carrying of items weighing 50lbs.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date