



Township of North Kawartha Job Description

Position: Equipment Operator and Winter Patroller	Date: October 2025
Reports to: Public Works Manager	Department: Road Department

Purpose

Reporting to the Public Works Manager, the **Equipment Operator / Winter Patroller** is responsible for both the safe operation of a wide range of municipal equipment and the patrolling of Township roads to identify hazards, monitor weather conditions, and initiate appropriate winter maintenance responses. This hybrid position supports the Township's commitment to maintaining safe and accessible roads for the public year-round.

The incumbent will typically work from Wednesday to Sunday, with weekday hours adjusted as needed based on weather conditions and operational priorities. Weekend coverage is required.

Key Responsibilities

Road Patrol and Winter Maintenance:

1. Patrol Township roads to monitor weather and surface conditions, noting hazards, defects, and maintenance needs.
2. Maintain accurate patrol logs and weather records including time, road conditions, operations, and materials used.
3. Monitor RWIS (Road Weather Information Systems), radar, and forecasts to anticipate and plan for changing conditions.
4. Begin each shift with early-morning patrols in a light-duty truck to assess road conditions.
5. If conditions warrant treatment, return to the yard to call in required staff and transition to a tandem plow truck to begin plowing/sanding operations.
6. Resume patrol duties once treatment is complete and conditions are stable.
7. Install emergency signs (e.g., stop or warning signs) as needed.
8. Remove debris or deceased animals from roads.

Equipment Operation and Maintenance:

1. Operate a variety of Township vehicles and heavy equipment including but not limited to excavators, graders, loaders, bulldozers, backhoes, tandem trucks, and tractor mowers.

2. Conduct daily circle checks and ensure all equipment is properly fueled and maintained.
3. Perform light maintenance, cleaning, greasing, and oil changes on equipment.
4. Report equipment malfunctions and coordinate repairs with mechanics when required.
5. Haul materials to and from job sites using Township vehicles.
6. Prepare and maintain equipment for seasonal operations (plowing, sanding, grading, ditching, mowing).
7. Utilize chainsaws, mowers, and other tools to maintain safe sightlines and clear rights-of-way.

Operational Coordination:

1. Report hazards, road washouts, or other liabilities to the Public Works Manager or Roads Foreperson.
2. Assist in organizing materials, equipment, and work schedules in the absence of supervisory staff.
3. Communicate with other Operators, Labourers, and Truck Drivers to coordinate worksite flow and priorities.
4. Provide recommendations regarding maintenance priorities and road conditions.

Health & Safety:

1. Participate in all aspects of the Occupational Health and Safety Act.
2. Ensure that all work is conducted in a safe and professional manner, following Township policies and procedures.
3. Use appropriate personal protective equipment (PPE) at all times.

Other Duties:

- Perform related duties as assigned to support Public Works operations.

Skills and Competencies

- Strong understanding of road safety and maintenance procedures
- Ability to assess road and weather conditions and make sound operational decisions
- Effective communication and problem-solving skills
- Attention to detail and ability to maintain accurate records
- Manual dexterity and mechanical aptitude
- Ability to work independently with minimal supervision
- Sense of accountability and sound judgment under pressure

Knowledge, Training, and Qualifications:

- Grade 12 Diploma or equivalent
- Valid Class “D” driver’s license with “Z” endorsement and clean driver’s abstract
- Experience operating heavy equipment and tandem plow trucks
- Knowledge of winter maintenance practices and road patrolling procedures
- Familiarity with RWIS and weather monitoring systems
- Ability to lift up to 22 kg (50 lbs)
- Chainsaw Operator Safety Certificate and Propane Safety Certificate (or ability to obtain)
- WHMIS and health and safety training
- Welding and fabrication skills considered an asset

Working Conditions:

- Outdoor and garage environments with frequent exposure to inclement weather, noise, vibration, and dust
- Frequent travel across the Township road network and to various work sites
- Non-routine hours, including early mornings, weekends, and extended shifts during winter events
- Physical effort required to operate heavy equipment and handle materials up to 50 lbs

Work Schedule:

The regular work week will typically run Wednesday through Sunday, with flexibility for weekday hours depending on weather and operational demands. The incumbent will work every weekend, beginning patrols in the morning and transitioning to plow operations as conditions require.

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