



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Township of North Kawartha Job Description

Position: Equipment Operator	Effective Date: March 2019 Last Revised: June 2026
Reports to: Public Works Manager	Department: Public Works

Purpose:

Reporting to the Public Works Manager, 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 performs truck driver and labourer duties. The incumbent provides a variety of public works services, including road maintenance activities such as snow plowing and removal, sanding, road grading, and ditch and culvert maintenance. The Equipment Operator is responsible for assisting with the maintenance and repair of Township roads to ensure the safety and convenience of the public.

Key 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 coordinate material deliveries in the absence of the Road Supervisor.



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8. Report road hazards, deficiencies, and maintenance concerns on roads to the Public Works Manager (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. Communicate with 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



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- Manual dexterity for sign installs, vehicle maintenance and other related duties assigned
- Physical effort to push/pull or hold heavy equipment or materials
- Physical stamina to stand and walk for extended periods while performing field-related duties
- Strong sense of accountability
- Ability to work independently and as part of a team

Knowledge, Training and Qualifications:

- Grade 12 Diploma or equivalent.
- Class “D” driver’s license with “Z” endorsement is required; Class “A” driver’s license with “Z” endorsement is preferred, with a 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 performed in 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. The position requires working non-routine work hours, with overtime expected on a regular basis. Occasional lifting and carrying items weighing 50lbs is required.

Health and Safety Responsibilities:



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The organization is committed to maintaining a safe and healthy workplace. All employees are responsible for following safe work practices, using required protective equipment, and reporting hazards or incidents. Where applicable, managers and supervisors are responsible for ensuring compliance with health and safety legislation, organizational policies, and safe work practices, including training, supervision, and hazard management.

The Township of North Kawartha is committed to equity, diversity, and inclusion, and to fostering an accessible, respectful, and inclusive workplace. This job description is intended to outline the general nature and level of work performed by employees in this position. It is not an exhaustive list of all duties, responsibilities, or qualifications required. Township of North Kawartha reserves the right to amend or change duties and responsibilities to meet business and operational needs.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date