

Township of Perth South Job Description

Position Title: **Equipment Operator**
Reporting To: **Operations Manager**

Purpose of Position:

Assist as required in regular operations for Public Works in an effective, efficient, safe and environmentally responsible manner. Monitor municipal roads to provincial minimum standards, and maintain necessary records. Conduct repairs, summer and winter maintenance activities on municipal assets and roadways under the direction of the Operations Manager.

Major Responsibilities/Duties:

1. Monitor municipal roads to provincial standards, conduct repairs, and maintain necessary records.
2. Provide winter control using available resources including tractor, grader, tandem and pickup trucks.
3. Provide regular roadway maintenance including grading, patching, and shoulder repairs
4. Operate Departmental equipment as part of regular road maintenance program including snow plow, tandem truck, grader, front end loader, and tractor.
5. Provide minor and routine repairs to departmental equipment.
6. Drainage, ditching, culvert, bridge repairs and maintenance.
7. Repair, replace and install road signage.
8. Safely operate chain saw and wood chipper for roadside tree maintenance.
9. Landscaping, including roadside grass, cemetery and parks
10. Provide roadside maintenance including litter and pickup of dead animals.
11. Assists with landfill site, cemetery and parks maintenance.
12. To perform other duties as assigned by the Operations Manager and/or Director of Public Works.

Human Resources:

1. Complete time sheets to track different tasks and equipment used for job costing.
2. Maintain a safe and healthy work environment
3. Comply with the Townships Health & Safety policies and procedures.

Education and Qualifications:

1. Grade 10 or equivalent education and experience.
2. Possess a valid DZ license, with a clean drivers abstract.
3. Safe Chain Saw operation knowledge.
4. Experience as a heavy equipment operator, with ability to operate tandem truck, grader, tractor, and loader.

Knowledge, Skills and Equipment:

1. Knowledge of Ministry of Transportation regulations and minimum maintenance road standards.
2. Knowledge of road maintenance processes.
3. Effective inter-personal and oral communication skills.
4. Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established time lines.
5. Proper operation, care and maintenance of equipment and other resources of the Township.

Key Personal Contacts:

1. Daily contacts with Public Works staff, and the public.
2. Regular contact with the Operations Manager to review the work assignment.
3. Working with contractors for maintenance and repairs.

Working Conditions:

1. Working in a works garage, with regular work in adverse and extreme weather conditions, with limited visibility.
2. On-call winter control work as required. Early mornings starting at 4am; provide emergency assistance to police and fire services when requested.
3. On call evenings and weekends for emergency assistance.
4. Occasional heavy lifting.
5. Attend meetings as required.

Signatures:

Date:

Incumbent:

Supervisor:

CAO / Designate: