

TAY VALLEY TOWNSHIP

POSITION DESCRIPTION

POSITION DATA

Position Title: Heavy Equipment Operator

Reports To: Public Works Manager

Indirectly Reports To: Lead Hand

Department: Public Works

Effective Date: January 1, 2024

Revised Date: N/A

POSITION SUMMARY AND PURPOSE

Reporting to the Public Works Manager, the Heavy Equipment Operator undertakes operational activities using light and heavy equipment for the maintenance and construction of the Township’s infrastructure.

CORE LEADERSHIP AND MANAGEMENT COMPETENCIES

N/A

SIGNATURES

I have read and had an opportunity to comment on this position description.

_____ Incumbent	_____ Date
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This position description reflects the key duties, responsibilities and requirements of the position.

_____ Public Works Manager	_____ Date
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_____ Chief Administrative Officer/Clerk	_____ Date
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Position Description: Public Works – Heavy Equipment Operator – Full Time

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES – Heavy Equipment Operator

Description	Approximate Time Spent (%)
1. Undertakes operational activities for the maintenance and/or construction of the Municipality's road system, bridges, fleet, facilities, property, equipment, etc. in accordance with applicable legislation.	40%
2. As required, provides advice and training to new or inexperienced staff on routines, standards, equipment use, etc. 3. Works in accordance with relevant Health and Safety Legislation, Ontario Traffic Manual requirements and corporate/departamental policies and procedures. 4. Ensures all work areas are maintained in compliance with health and safety standards.	2%
5. Performs work as necessary by operating heavy equipment such as snowplows and graders, operating light equipment such as trucks and backhoes and operating hand and power tools, including associated tasks such as: • plowing and sanding the Township's road network; • steaming blocked culverts; • sweeping roads; • grading roads and placement and compaction of gravel materials; • patching roads and completing shoulder repairs; • mowing and brushing roadsides; • undertaking culvert replacements and roadside ditching; • undertaking sign replacements. 6. Performs general shop maintenance duties such as sweeping and cleaning. 7. Responds to service requests during normal working hours and after hours, as directed. 8. Identifies issues as they occur and reports serious issues to the Lead Hand or the Public Works Manager.	49%

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9. Conducts inspections and maintains equipment in a safe operating condition by following acceptable maintenance and servicing schedules (oil changes, washing, changing filters and lubrications, etc.) according to service manuals. 10. Performs repairs as required or directed.	2%
11. Assists with Entrance and 9-1-1 Civic Addressing Permits. 12. Assists with condition assessment for minor assets.	1%
13. Assumes responsibility for the after-hours emergency number in the absence of the Public Works Manager and Lead Hand. 14. Responds to emergency situations, as required. 15. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.	3%
16. Prepares a variety of reports, as required. 17. Maintains electronic and hard copy records in accordance with the Township's records management system.	2%
18. Performs other related duties as assigned.	1%

FACTOR DESCRIPTION

1. Minimum Qualifications

1.1 Education

- Ontario Secondary School Diploma
- DZ license

1.2 Experience

- Two (2) years' experience in a related environment
- Public works operations experience, including summer and winter maintenance
- Experience using light and heavy equipment such as trucks, snowplows, graders and backhoes
- Experience with farming, carpentry or mechanics

1.3 Knowledge/Skill/Ability

- Capable of carrying out duties with minimal supervision
- Excellent communication skills
- Punctual and reliable
- Strong time management and organizational skills
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner
- Ability to determine work priorities
- Ability to work independently

2. Preferred Qualifications

2.1 Education

- Post-secondary school diploma or courses with a public works operations, maintenance or construction component
- TJ Mahony Road School – Maintenance and Construction
- Training in traffic control, road patrol, WHIMS, chainsaw operation, wood chipper operation, propane handling
- Municipal training

2.2 Experience

- Two (2) years' public works operations experience, including summer and winter maintenance

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- Two (2) years' experience in a municipal environment
- Conducting road patrols

2.3 Knowledge/Skill/Ability

- A working knowledge of the relevant legislation and public works and environmental services matters
- Ability to take initiative

Knowledge may be learned through on-the-job training and post-secondary school courses.

3. Decision Making and Independence

Complexity/Problem Solving

Most of the methods and procedures are well established, however uses analytical methods to develop solutions to solve new or non-routine problems requiring an assessment of a variety of needs and options. Ability to think critically to arrive at the best solution when several are available.

Supervision, Training, Management and Advisory Responsibilities

N/A

Supervision Received – Independence of Action

Ability to work as part of the Public Works team to achieve broad department goals under the direction of the Public Works Manager.

Required to work independently under established policies and procedures of the Township.

Follows the policies and procedures of the Township.

Impact of Decisions

Failure to undertake operational activities for the maintenance and/or construction of the Municipality's road system, bridges, fleet, facilities, property, equipment, etc. in an efficient and effective manner may result in equipment damage and/or disruptions in the provision of services.

Equipment damage and service disruptions may result in unnecessary time delays and financial expense to the Township.

Errors in dealing with the public may cause an escalation of the individual's complaint.

Confidentiality

Occasionally works with confidential information concerning Township and private property owner initiatives where disclosure may result in legal action, loss of integrity

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and monetary loss. Must possess the ability to preserve the integrity of confidential matters that may have legal implications for the Township.

4. Contacts

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Public Works Manager	Frequent	Internal – receive direction, advice, seek clarification, provide information.
Lead Hand	Frequent	Internal – receive direction, advice, seek clarification, provide information.
Other Heavy Equipment Operators	Frequent	Internal – collaborate, seek clarification, provide information.
Truck Driver/Operators	Regular (when working)	Internal - collaborate, seek clarification, provide information.
Public Works Administrative Assistant	Regular	Internal - collaborate, seek clarification, provide information.
General Public	Occasional	External – complaints.

5. Work Conditions

Township works garage, indoor and outdoor work within the boundaries of Tay Valley Township.

Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

5.1 Hours of Work

Normal Working Hours: Monday to Friday – 40 hours per week with a half hour lunch, as outlined in the Collective Agreement.

Evenings/Weekends: N/A

On-Call: 24 hours a day, 7 days a week, indirectly. Required to respond to emergency calls that come in from the emergency number, or as directed by the Public Works Manager or Lead Hand.

Required to be responsible for the after-hour emergency phone in the absence of the Public

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Works Manager and Lead Hand and will be considered on-call during this time.

During the winter months, generally from October 1st to April 30th for winter operations.

Overtime:

During adverse weather events, mainly in the winter months, generally from October 1st to April 30th for winter operations.

5.2 Work Environment

The duties of the position are mainly performed in the field, in vehicles and in equipment.

Protects own health and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors		10%			10%
Outdoors	90%				90%
					= 100%

	Constant	Frequent	Regular	Occasional	Percentage
Attend internal/external meetings			5%		5%
Time spent travelling		50%			50%
Frequency of interruptions			15%		15%
Frequency of changing deadline and priorities			29%		29%
Interaction with irate/aggressive clients/customers				1%	5%
					= 100%

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5.3 Hazards

Frequently may be exposed to weather extremes or safety hazards when working and traveling within the Township.

Will experience related noise, fumes, dust or dirt from the Public Works garages and sand domes when out in the field.

May come into contact with cleaning supplies and standard works garage chemicals, gas, oil, grease, etc. when in the garage or working on vehicles and equipment and may come into contact with hazardous materials when in the field.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Noise		X		
Fumes		X		
Dirt, Dust		X		
Hazardous Chemicals				X
Disagreeable Weather Conditions		X		

5.4 Physical Requirements

May be required to sit for extended periods of time while operating vehicles and equipment.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Operating and/or Maintaining Vehicles - Standing		X		
Operating and/or Maintaining Vehicles - Sitting	X			

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Operating and/or Maintaining Vehicles - Walking			X	
Operating and/or Maintaining Vehicles - Climbing		X		
Requirement to Lift Objects (30 kg)		X		
Pushing and/or Pulling Objects to Complete Tasks (installing/changing signs, marking locations, removing fallen trees)		X		
Personal Protective Equipment (PPE) Worn on a Regular Basis (boots/shoes, reflective vest/jacket, hard hat, gloves, glasses, sunscreen, bug spray)	X			
Types of Tools Used (smartphone, shovel, rake, hand tools, level, various saws)		X		

5.5 Mental Requirements

Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions and the various moods and needs of internal and external contacts. It is also required in order to interpret and apply legislation, regulations, and ensure a safe work environment.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Requires Awareness of Surroundings	X			
Visual Effort Required on a Concentrated Basis	X			
Requirement to Listen Attentively		X		

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ORGANIZATIONAL CHART

Public Works Manager

HEAVY EQUIPMENT OPERATOR