



## **MUNICIPALITY OF NORTHERN BRUCE PENINSULA JOB DESCRIPTION**

**POSITION:** Public Works Heavy Equipment Operator  
**LOCATION:** Municipality of Northern Bruce Peninsula  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Lead Hand/Operations Supervisor//Public Works Manager

### **POSITION SUMMARY:**

Public Works Heavy Equipment Operator performs functions requiring the skills and responsibilities to operate and maintain a variety of machinery, tools and equipment (including grader, snow plow, excavator and landfill compactor) to construct and maintain roads, sidewalks, facilities, waste management sites and other municipal infrastructure serviced by the Public Works Department

- Reporting location will be at the following locations, depending on the work required:
- Eastnor Shop, 2942 Highway 6
- Lindsay Shop, 56 Lindsay Road 5
- St. Edmunds Shop, 7405 Highway 6
- Eastnor Waste Disposal Site, 1252 West Road
- Lindsay Waste Disposal Site, 627 Ira Lake Road
- St. Edmunds Waste Disposal Site, 71 McArthur Road
- Lion's Head Shop, Hayes Drive
- Various construction sites

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Road Construction and Maintenance**

- Carries out work assignments, using a variety of heavy equipment and other vehicles, power and hand tools, including physically demanding and repetitive manual labour as directed by the Lead Hand or Operations Supervisor.
- Responsible for the safe effective use of equipment and using the correct equipment to perform the job.

- Implements traffic control plans for construction and roadside maintenance projects in accordance with the Ontario Traffic Manual Book 7. Including sign placement and flagging.
- Responds to emergency call outs any time of day or night.
- Operates equipment to repair and maintain roads, ditches and shoulders and other infrastructure.
- Knowledge in establishing grade control during construction and maintenance projects.
- Prepare roads to final design grade for new hard surface treatment.
- Responsible for snow and ice removal on roadways, parking lots and sidewalks, often in early morning hours, for long consecutive hours and during unfavourable road and weather conditions.
- Conducts routine and winter patrol on roads and sidewalks. Monitors road and weather conditions and initiates appropriate responses.
- Completes roadside brushing, mowing, ditching, debris and litter pick up.
- Operates trucks and equipment to maintain the road surface, install culverts, traffic and road signs, transport gravel and float equipment.
- Completes spring clean-up operations, such as sweeping, repairing lawns, line painting of roads and parking lots, guardrail repairs, etc.
- Removal of debris, garbage, beaver dams and dead animals from roadways and ditches.
- Inspects, maintains and replaces roads side signage and other safety devices as per regulations.
- Capable of being trained to operate the department's computer hardware and software programs for road patrol, work orders, timesheets, etc.
- Operates chainsaws, mowers, woodchipper and other equipment to cut trees and clear brush.
- Undertakes special projects and performs other duties as assigned in accordance with departmental or corporate objectives.

## **2. Waste Management**

- Routine site inspections of the Municipal Recycling Facilities and Waste Disposal Sites.
- Responds to general inquiries and deals with complaints.
- Working knowledge of the Certificate of Approval/Environmental Compliance Approval and Plan of Development and Operations. For the Municipal Waste Disposal Sites.
- Responsible for horizontal and vertical control of the Municipal Waste Disposal Sites.
- Follows recommendations of the Annual Monitoring Reports.
- Performs duties of a Waste Disposal Site Attendant, when directed.
- Provides input regarding the waste management operations when requested.

- Operates equipment for waste collection and transportation, compaction, covering and general site grading.
- Maintains cleanliness of waste management facility performs debris and litter pick up.

### **3. Equipment Maintenance**

- Cleans, fuels, lubricates equipment and performs minor repairs.
- Completes circle checks and vehicle maintenance reports and maintains logbooks.
- Conducts preoperational checks on equipment and reports deficiencies to the Supervisor.
- Maintains shop in a clean and safe manner.
- Removes and installs wings and plows and other implements as required by the department.

## **HUMAN RESOURCES**

- Works under the direct supervision of the Manager of Public Works, Operation Supervisor and/or Lead Hand.
- Work independently and/or as part team.
- Provides back-up assistance to other departments when requested.
- Works in a friendly and courteous manner and communicates effectively with coworkers, supervisors, elected officials and the general public.
- Ensure the health and safety of workers and members of the public.
- Ensure compliance with legislation applicable to the scope of work being undertaken including but not limited to:
  - a) Occupational Health and Safety Act
  - b) Municipal Act
  - c) Highway Traffic Act
  - d) Minimum Maintenance Standard
  - e) Drainage Act
  - f) Ontario Traffic Manual Book 7
  - g) Municipality's Policies and Procedures

## **EDUCATION AND QUALIFICATIONS**

- Valid Ontario Driver's Class AZ License is preferred.
- Clean Driving Record
- General knowledge of Occupational Health and Safety Act
- Computer knowledge
- Ability to deal effectively and courteously with the public, contractors and professionals

- Proficiency in operation and maintenance of construction road maintenance equipment
- Secondary school diploma
- Knowledge of the operation of snow removal equipment
- Self-starter, able to complete all tasks independently with minimal supervision
- Attends courses required for the performance of duties.

## **WORKING CONDITIONS**

- Hours of work – minimum of 80 hours over a two (2) week period. The work week for this position sometimes includes Saturdays and Sundays, with scheduled days off during the week. Hours of work may vary depending on the needs of the municipality and may include weekend and after hours as required.
- Works outdoors in all weather conditions.
- Lifting or moving objects 10 to 25 lbs., occurs regularly and there are occasional requirements to lift or move objects over 50 lbs.
- Exposed to fumes, noise and odor.
- Must be physically capable of performing the essential duties of the job.
- On-call and emergency responsibilities as required and will be shared by other staff.

## **PAY RATE**

As per Union Contract