



## CORPORATION OF THE TOWNSHIP OF MCKELLAR

### **JOB DESCRIPTION- Public Works Equipment Operator/Truck Driver**

Prepared:	February 2023
Department:	Public Works
Reports to:	Director of Operations
Supervises:	Directly: None.
Wage Range	Under review.

### **POSITION SUMMARY**

To provide a variety of construction, snow/ice removal, maintenance and repair services to roads and adjacent public property for the convenience and safety of the public.

### **DUTIES and RESPONSIBILITIES**

#### Functional

- a) Responsible for conducting general maintenance functions for roads and public operations such as:
  - construction projects and paving preparation;
  - maintaining roads in good condition for safe, hazard-free driving; i.e. culvert installation, brushing, beaver dams, ditching, grading, etc.
  - gravel spreading and levelling;
  - repair and installation of road signs, etc;
  - Traffic Control;
  - Road side garbage clean up and wildlife carcass removal.
- b) Maintains good condition of roads during winter months by snow ploughing and winging banks, and sanding and salting of roads. Must respond to emergency requests for snow removal.
- c) Discusses plans, priorities and work schedules with the Director of Operations including the most useful equipment for certain jobs.
- d) Performs other related duties as assigned.
- e) Conforms to Provincial and Municipal Health and Safety policies.
- f) Conforms to municipal policies and by-laws.

#### Human Resources

The position does not require the incumbent to supervise or direct the work of others unless so authorized by Council or Director of Operations.

#### Material Resources

- a) Carries out work assignments using a variety of vehicles and heavy equipment, plus hand and power tools, Responsible for the safe and effective use of equipment and for selecting the correct equipment to perform all jobs.
- b) Maintains equipment, vehicles, and tools in safe operating condition by:
  - following acceptable maintenance and servicing schedules (oil changes, filters, lubrication, etc.) according to service manuals;
  - assist in repair/replacement work;
  - recommends major repairs and/or replacement of equipment to the Director of Operations.



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### Knowledge

- a) Ability to operate a variety of expensive machinery/construction and maintenance equipment safely and efficiently.
- b) A knowledge of road construction and maintenance activities, safety procedures and winter maintenance operations.
- c) Minimum 3-5 years experience operating heavy equipment/ trucks with minimum AZ license preferred.
- d) Heavy Equipment Operators Course and asset.
- e) Other courses, training and certificates as required

### Interpersonal Skills / Contacts Internal

- a) With other co-workers for the purpose of sharing information to complete work assignments.
- b) Ensure polite tactful relations with fellow employees.

### External

- a) With the general public to provide information, ensuring polite, tactful relations.
- b) Aware of public safety at all times.

### Physical

- a) Good physical condition with ability to handle physical stress and operate heavy machinery.

### Mental

- a) Work is performed under the supervision of the Director of Operations.
- b) Access is available to the Director of Operations for advice and information regarding assigned duties, established policies and procedures.
- c) Judgement is experienced in:
  - Expected to use initiative and judgement and to work without direct supervision once the task has been defined.
  - Advises the Director of Operations on operation issues and makes recommendations such as calling equipment and operators off the road during hazardous weather conditions.

## DEMANDS AND WORKING CONDITIONS:

### Physical Environment

Exposure to physical hazards and inclement weather conditions such as blizzards, white-outs, ice storms, fog, etc. in isolated rural areas. Exposure to diesel fumes, noise, dust, etc. Occasional exposure to explosives.

The incumbent is required to work overtime and unusual work hours in order to handle emergencies and/or poor weather conditions (On call 24 hours from November 15<sup>th</sup> to April 15).