



Chatsworth

**TOWNSHIP OF CHATSWORTH**

**EQUIPMENT OPERATOR**

**Approved June 1, 2017**

**PUBLIC WORKS**

Reports to:	Lead Hand
Supervises	None
Pay Method	Hourly
Group Benefits	Yes
Overtime	Yes as per Personnel Policy
On Call	Yes, on rotating schedule

The equipment operator is responsible for a variety of maintenance and repair services including but not limited to roads, sidewalks, signs, drainage, tree trimming and removal and municipal properties. The equipment operator will provide various construction, winter maintenance activities and other services for the safety and convenience of the public.

**ROLES AND RESPONSIBILITIES**

Operate municipal equipment including backhoe, grader, dump truck, snow plow, sander in a safe manner;

Completes daily vehicle checks prior to usage;

Responsible for conducting general maintenance functions for Public Works operations including roads, sidewalks, parking lots to ensure safe, hazard-free driving and pedestrian use;

Grading and patching of roads;

Roadside forestry maintenance activities - brushing, tree trimming and removal;

Winter operations including sanding, salting, snowplowing and patrolling when required;

Assists with maintenance of public works equipment on a regular basis;

Ensures that a high standard of safety, cleanliness and technical operation is maintained in the public works garage and in the operation of vehicles, tools and equipment;

Completes maintenance inspection records where required including equipment record logs and patrol logs for the maintenance of public roads and for the proper inspection of roads and facilities;

Install and maintain regulatory, warning and information signs as per Ontario Traffic Manual;

Reports road conditions, damage, vandalism and other conditions to Lead Hand and carries out repairs as directed;

Repair/install municipal culverts, catch basins and erosion control devices.

### ***Spending, Budgets & Internal Control***

None

### ***Other***

1. Performs additional duties, labour functions and responsibilities as assigned by the Lead Hand and/or Operations Manager.

## **EDUCATION, SKILLS and EXPERIENCE**

### **1. Formal Education and Training**

#### Diploma, Degree or Certificate

Secondary School Diploma or Secondary School Certificate

#### Professional designation/certification

Road maintenance Certification

TJ Mahoney Construction & Maintenance Certification

Heavy Equipment Operator Program

#### Other:

First Aid and CPR certification

Propane Handling Certificate

WHIMIS Certificate

Fuel Handling safety training

Chainsaw Certification

Common core and surface miner training for municipal quarry pit operations

#### License

Valid Class DZ or AZ driver's license with clean abstract

### **2. Ongoing Personal Development**

Willingness to complete or update appropriate knowledge of municipal and related statutes and operations skills. Includes seminars, courses and reading current publications.

### **3. Work Experience**

Minimum two years' experience as a heavy equipment operator.

Working knowledge of Ontario Traffic Manual Book 7

Understanding of Safety Data Sheets (SDS) is required.

4. **Decision Making Authority and Judgement Skills**

Workplan assigned by Lead Hand

Involves the selection and application of predetermined guidelines and procedures.

Will be called upon from time to time to make decisions on his/her own. Judgment will be required during construction and winter maintenance related activities.

5. **Problem Solving Skills**

Ability to share ideas for appropriate solutions

## **CORE COMPETENCIES**

1. **Interpersonal and Communications Skills**

Often works alone

Ability to work with others

Good time management skills

Ability to express ideas clearly and concisely

2. **Leadership Skills**

Some initiative required (ie. shop clean up)

Tact when dealing with public in providing information

3. **Personal Organizational and Time Management Sills**

Daily work is determined by through Lead Hand

4. **Familiarity Gained through Experience**

Considerable degree of care if required when operating equipment and tools.

General knowledge of construction industry

General knowledge of hydraulic, electrical and mechanical systems

Familiarity with Public Works standards and levels of service.

## **PHYSICAL DEMANDS and WORKING CONDITIONS**

Majority of work requires moderate physical effort in the use of tools and parts of moderate weight, working in difficult positions, adverse weather conditions, moving of equipment or other tasks requiring considerable physical exertion.

Regularly uses small hand tools.

Operates heavy equipment.

Significant amount of work requires aural concentration for periods of up to several hours when operating equipment and vehicles.

Works frequently with hazardous products containing SDS, and around other utilities (hydro, water, gas, telecommunications). The use of Personal Protective Equipment is required all times.

Physical working environment can be demanding with physical hazards when not using proper controls.

## CONTACTS

Internal: Other staff, Lead Hands, Operations Manager

External: Occasionally members of the public

Public Relations: Courtesy and tact is required in explaining or exchanging data or information.

### HOURS OF WORK:

Normal hours of work are 40 hours per week, Monday to Friday. Seasonal, evening and/or weekend work is required.

## REVIEW/APPROVAL

<b>Current Incumbent(s):</b>		<b>Date:</b>
<b>Operations Manager</b>		<b>Date:</b>
<b>CAO/Clerk:</b>		<b>Date:</b>