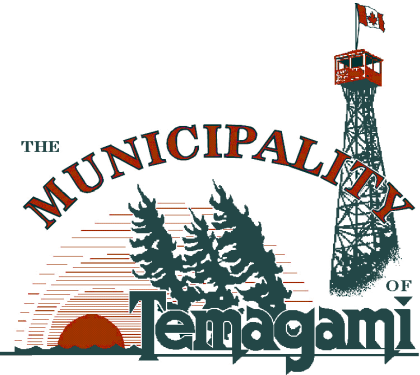


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Municipality of Temagami**

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Public Works Equipment Operator / General Labourer

Position Description

Title	Equipment Operator / General Labourer
Department	Public Works
Revision Date	May 10, 2021
Supervisor	Public Works Superintendent

Purpose of the Position

The Operator is responsible for operating heavy equipment in a safe and effective manner. Performs a variety of skilled tasks and general labour in the maintenance of roads, water, sewer systems and landfills.

Scope

The Heavy Equipment Operator / General Labourer is responsible for operating heavy equipment in a safe and appropriate manner. Heavy equipment may include trucks, loader/backhoe, dozer, grader, garbage truck compactor and other pieces of equipment. The Operator must also, clean, maintain and secure all equipment as directed.

The Operator must deal with residents and members of the public in a courteous and respectful manner. This includes receiving complaints of quality of service. The Operator must make note of and report on any such complaints and respond in a courteous and respectful manner.

Responsibilities

Operate heavy equipment in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life. Perform General Labour duties as assigned.

Main Duties

- Operate all heavy equipment in a safe and efficient way according to all relevant legislation;
- Perform daily safety and maintenance checks;
- Clean equipment as scheduled and/or required;
- Ensure equipment is safely and securely stored;
- Advise the Public Works Foreman of any requirements for maintenance or repairs;
- Participate in routine maintenance;
- Practice workplace safety;
- Be available for on-call duty, weekend and evening overtime and emergency

- call out, as required;
- Maintain roads and transportation systems in order to ensure safe roadways within the municipality.
- Ensure access to houses, water and wastewater supply, waste sites;
- Perform pre-winter, winter, spring and summer maintenance on roads;
- Use equipment for snow removal;
- Use equipment to level roads and ensure proper drainage;
- Waste Management Collection;
- Grinder Pumps – maintenance and repairs;
- Perform other duties as assigned;

Knowledge, Skills and Abilities

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of truck and equipment safety;
- Knowledge of water, sewer and garbage truck operation;
- Knowledge of operation of loader/backhoe, dozer, grader and other pieces of large and small equipment;
- Knowledge of equipment maintenance;
- Knowledge of workplace safety requirements;
- Knowledge of record keeping;

Skills

The incumbent must demonstrate the following skills:

- Ability to operate trucks and equipment in a safe and responsible manner;
- Team building;
- Analytical and problem solving skills;
- Decision making skills;
- Effective verbal and listening communication skills;
- Ability to understand and follow oral and written instructions;
- Ability to communicate;
- Ability to maintain daily records;
- Stress management skills;
- Time management skills;

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy;
- Be respectful;
- Be flexible;
- Demonstrate sound work ethics;
- Effective working relationships with other employees and supervisors;
- Deal with the public in a positive, courteous and respectful manner;

Mandatory Qualifications (Stepped Wage Schedule)

- Graduation from high school with diploma or GED equivalent;
- Minimum 3 years related experience;
- Valid DZ class driver's license (air endorsement);

Physical Demands

The Operator has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Operator will have to work in all weather, and must be prepared for both extreme heat and cold. The Operator must ensure that all activities are completed in a safe and efficient way.

Environmental Conditions

The Operator must work outside in all different weather conditions including extreme cold and extreme heat. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Sensory Demands

He/she may at times be exposed to dangerous and/or toxic substance and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

The Operator may have to work independently and is expected to maintain a schedule of work. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

Selection Guidelines

Formal application rating of education and experience, oral interview and reference check, criminal check, driver abstract and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.