

MUNICIPALITY OF HURON SHORES

POSITION DESCRIPTION – Appendix ‘B’

Position: Equipment Operator -Public Works	Date approved: Jan. 10, 2007 Updated: Dec. 8, 2009 Feb. 14, 2018
Reports to: Superintendent of Public Works	Approved by: Council

POSITION SUMMARY:

Under the direction of the Public Works Superintendent, operates various types of municipal equipment in the performance of Public Works maintenance duties. Also required to perform other duties of a manual nature e.g. digging, raking, installing culverts, etc.

Major Duties and Responsibilities:

- Operates equipment such as Grader, Backhoe, and both single and tandem axle trucks in the performance of Public Works maintenance duties.
- Responsible for the safe and proper plowing of snow routes and snow removal during winter season, as assigned by the Superintendent.
- Performs duties as assigned in the completion of construction projects and infrastructure maintenance undertaken by Public Works. May include working together with private contractors and their crews.
- Circle checks and performs minor equipment repairs e.g. cleans, fuels, and lubricates equipment as directed by the Superintendent.
- Carries out maintenance and repair of Municipal vehicles and equipment to minimize breakdowns and safety hazards, complies with operating manuals and maintenance standards.
- Adheres to all municipal safety policies and procedures and provincial standards and regulations.
- Carries out the maintenance and repair of the Public Works garage(s).
- As quickly and decisively as possible, responds to Fire Department requests for assistance in delivering equipment, materials and/or supplies, during normal working hours and when on-call.
- Other Public Works maintenance duties as assigned.

Education/Experience/Skills

Education: Minimum Grade 10 education.

Experience: Minimum 2 years related equipment operating experience.

Skills:

- Minimum of a valid Ontario Class “D” Driver’s License with a “Z” endorsement
- AZ is an asset
- Good driving record
- Sufficient mechanical ability to be able to perform preventative maintenance procedures and effect routine repairs to vehicles and equipment.

Independence of Action

The job requires the application of established methods or procedures. May involve a choice of actions.

Impact of Errors

Actions could result in minor loss of time and resources.

Contacts

Courtesy and tact required in explaining, exchanging data or information.

Leadership

Leadership is not a part of the job requirement. Occasionally, there may be a requirement to show others how to perform tasks or duties.

Physical Demands/Sensory Demands

Work occasionally requires heavy lifting, digging, raking, etc. Visual concentration required when operating equipment to avoid causing injuries to others.

Working Conditions

The majority of the work is performed under field conditions and may include exposure to weather, dust, fumes, noxious odours, grease, grime, noise, etc.