

The Corporation of the Town of Gravenhurst

**POSITION DESCRIPTION**

**Position Title:** Municipal Operator 3-Public Works  
**Area/Department:** Infrastructure Services/Public Works  
**Reports to:** Public Works & Operations Foreman

**POSITION SUMMARY**

The *Municipal Operator 3-Public Works* is responsible for performing roads maintenance and construction operations including but not limited to: beaver dam removal, culvert replacement, tree removal, limbing and debris removal, excavation and setting grade for road surface and storm sewer and drainage works; performing winter sand/salt, snowplow and snow removal operations; operating various equipment, including but not limited to: single and tandem axle plow trucks, articulated front-end loaders, rubber tire backhoe, excavator, loaders, street sweeping machines, graders and float trailers; performing activities (as needed) that are included as Operator Level 2.

**DUTIES & RESPONSIBILITIES**

1. Performing winter maintenance of roads by plowing snow and ice, performing winter sanding/salting operations and performing snow removal operations when required, in order to ensure safe travel on roads and accessibility for emergency vehicles.
2. Operating and transporting the Level 3 equipment as part of Infrastructure capital and operations functions for roads, road allowance and drainage construction, repairs and maintenance, works yard and facilities maintenance and house-keeping activities.
3. Performing tree removal and tree limbing, roadside brushing and roadside vegetation removal to ensure safe traffic and pedestrian conditions. Cleaning, repairing, replacing and thawing road and entrance culverts and removing blockages, debris and beaver dams as required ensuring the level and flow of surface and storm water.
4. Performing roads maintenance, construction and repair including but not limited to repairing pot holes, hard top and loose top surface patching and performing repairs and surface maintenance as required. Performing shoulder and roadside maintenance and repairs, sign repairs and replacement and debris removal as required.
5. Maintaining equipment by performing proper greasing, cleaning and minor repairs and service, to ensure the safety, efficiency and effectiveness of the vehicle and equipment operations, while maximizing their life cycle. Advising the Mechanic(s) of any problems or defects in a timely and appropriate manner.
6. Assisting the Cemetery Operator by performing excavations, backfilling and maintaining interment plots, and performing additional landscaping and equipment operations activities to provide service to cemetery customers.

7. Assisting / relieving the Roads Patroller with winter night patrol functions to ensure monitoring, call-outs and activities for winter operations functions.
8. Other duties as assigned. Ensuring compliance with Corporate/Department Health and Safety policies and procedures.

## **SUPERVISION REQUIREMENTS**

**Positions Supervised Directly: N/A**

## **EDUCATION, SKILLS and EXPERIENCE**

1. Valid AZ driver's license
2. 5 years experience a unionized, municipal, Public Works environment.
3. Proficiency in oral and written communications and ability to document activities and maintain accurate work records;
4. OGRA / AORS training and certification an asset.
5. Successful completion of a Secondary School Grade 12 diploma or equivalent
6. 5 years experience in winter sand/salt and snowplow operations and the ability to perform these operations on a 24-hour call-out basis.
7. 5 years experience in road maintenance operations and the ability to respond to emergencies on a 24-hour basis and to work shift work and overtime as required.
8. Ability to perform manual labour duties and to perform the physical job requirements
9. Proficiency and certification / licensing in the operation of the following equipment: single and tandem axle plow trucks, articulated front-end loaders, rubber tire backhoe / loaders, street sweeping machines, graders and float trailers.
10. Experience in the proficient operation of the following equipment (including but not limited to): sidewalk plows, limb chipper, chain saws, weed trimmers, quick-cut saws and plate tampers.
11. Practical knowledge of setting grade and operating a surveyors level.
12. Working knowledge of the Occupational Health and Safety Act and Regulations.
13. Current WHMIS, First Aid, CPR, ORCA Propane, Fire Extinguisher and MTO Traffic Control (Book 7) Certificates;
14. Working knowledge of GPS, GIS, and electronic work order systems would be an asset.
15. Ability to work cooperatively in a work crew, and to establish and maintain effective working relationships with other employees and the general public.
16. Valid G license with a clean drivers abstract satisfactory to the corporation (Use of own vehicle may be required)
17. Physically able to carry out all aspects of the job

## **HEALTH & SAFETY RESPONSIBILITIES:**

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.

5. To report any occupational injury or illness immediately to their supervisor.
6. To use personal protective equipment, where required.
7. To report any contravention of the Occupational Health and Safety Act.

### **PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS**

Physical demand requires considerable driving, sitting, standing, lifting, twisting and walking in various environmental conditions depending upon the task being performed. Work is conducted in an outside environment with exposure to variable weather conditions, sometimes within extreme weather conditions. Work is completed with the requirement to adjust to changing demands during the course of a working day; occasions whereby an extremely short amount of time is available to complete a project or task and make independent decisions (daily); while maintaining a pleasant, professional and positive demeanour.

Normal hours of work are 40 hours per week, Monday to Sunday; after hours as required.

### **CONTACTS**

Incumbent communicates regularly with municipal staff, elected officials and staff of other municipalities and the general public.

### **REVIEW/APPROVAL**

**Incumbent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Affiliation: Union**

Updated March 2025