

**POSITION DESCRIPTION**

**Position Title:** Municipal Operator 2 – Public Works  
**Area/Department:** Infrastructure Services/Public Works  
**Reports to:** Public Works and Operations Foreman

**POSITION SUMMARY**

The *Municipal Operator 2 – Public Works* position is responsible for performing road/roadside maintenance and construction as well as adjacent infrastructure repairs. Other responsibilities include: winter sand/salt, snowplow, and snow removal functions, operating various equipment including but not limited to: single and tandem axel plow trucks with pumps, sander, tanker bodies, dump bodies, snow plough and wing attachments, front-end loaders, sidewalk plows, limb chipper, chainsaws, weed trimmers, and quick-cut saws.

**DUTIES and RESPONSIBILITIES**

1. Snow plowing and sanding/salting and snow removal operations. Perform 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. Roadside brushing and tree limbing removal. Perform tree removal and tree limbing, roadside brushing, and roadside vegetation removal to ensure safe traffic and pedestrian conditions.
3. Hard and loose road surface patching, maintenance, and repairs. Perform roads maintenance and construction and repairs, including but not limited to: repairing pot holes, hard top, and loose top surface patching and performing repairs and surface maintenance, as required.
4. Shoulder and roadside maintenance, sign replacement, and debris removal. Perform shoulder and roadside maintenance and repairs, sign repairs/replacement, debris removal, as required.
5. Culvert cleaning/repair/replacement and beaver dam removal. Cleaning, repairing, replacing, and thawing-out road and entrance culverts and removing blockages, debris, and beaver dams, as required, to ensure the level and flow of surface and storm water.
6. Cleaning, greasing, and minor mechanical repairs/maintenance of the vehicles and equipment assigned. 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 Fleet Foreman of any problems or defects in a timely and appropriate manner.
7. Ensuring compliance with Corporate/Department Health and Safety policies and procedures.
8. Other duties, as assigned.

**Positions Supervised Directly/Indirectly:** N/A

**EDUCATION, SKILLS and EXPERIENCE**

1. Must possess a valid DZ license.
2. Successful completion of a Secondary School Grade 12 Diploma or equivalent.
3. Two (2) or more years' experience in winter sand/salt and snowplow operations, and the ability to perform these operations on a 24-hour call-out basis.
4. Two (2) or more 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.

5. Ability to perform manual labour duties and to perform the physical job requirements.
6. Experience in the proficient operation of the following equipment (including but not limited to): single and tandem axel plow trucks with pumps, sander, tanker bodies, dump bodies, snow plough and wing attachments, front-end loaders, sidewalk plows, limb chipper, chain saws, weed trimmers, and quick-cut saws.
7. Working knowledge of the Occupational Health and Safety Act and Regulations.
8. Current WHMIS, First Aid, CPR, and MTO Traffic Control (Book 7) Certificates.
9. Working knowledge of GPS, GIS, and electronic work order systems would be an asset.
10. Ability to work co-operatively in a work crew, and to establish and maintain effective working relationships with other employees and the general public.
11. Oral and written communication skills and ability to maintain accurate work records.
12. Valid G licence with a clean drivers abstract, satisfactory to the corporation (use of own vehicle may be required).

### **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 Town's 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:** \_\_\_\_\_

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

**Manager or Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Affiliation: Union**