



Job Description

Job Title:	Heavy Equipment Operator	Duration	Full Time
Department:	Public Works	Position Type:	40 Hours per Week
Supervisor:	Public Works Supervisor	Issue/Revision Date:	February 25, 2020

SUMMARY:

Under the direction of the Public Works Supervisor, must be capable and experienced and expected to operate a tandem truck to include two way snowplow/sanders, backhoe, grader, excavator and bulldozer and other township construction equipment as required. Must be prepared to work in inclement weather conditions and must be prepared to work on an on-call basis as required.

DIRECT REPORTS:

none

INDIRECT REPORTS:

Keeping Equipment Log, Time Log, Daily Vehicle Circle Checks

TEAM MEMBER GENERAL EXPECTATIONS:

- Follow the Code of Conduct
- Work safely and follow safe work practices
- Adhere to company policies and procedures
- Work with integrity
- Have and show respect towards yourself, fellow Employees, Residents and Users
- Work in collaboration with Employees, Management and Council to achieve common goals
- Be accountable for your actions
- Making sound ethical decisions at all times
- Maintain a positive attitude (I care and I can do approach)
- Be professional in approach with internal and external customers
- Regular attendance at work

RESPONSIBILITIES:

1. Maintains Township roadways as directed by his/her supervisor to include street sweeping, pot hole repairs, should maintenance, spreading gravel, snow removal ditching, culvert replacement/ditching and sign maintenance.
2. Able to operate both 4x4 truck with plow and tandem truck with combination plow/sander
3. Able to operate loader/backhoe, excavator and bulldozer.
4. Assists with beach maintenance, dock and boat ramp repair and maintenance, maintaining parks and recreation areas to include ballpark.
5. Conducts minor equipment repairs as necessary and maintains machines and equipment according to the Preventive Maintenance Program.
6. Operates equipment in a safe, economical and productive manner.
7. Be prepared to work at waste sites when required.
8. Be prepared to work weekends when required.

9. Participates with construction projects in connection with repair and maintenance of Township roadways, building and facility maintenance and works as required at the Township waste sites, cemetery, out-door rink.

EXPECTATIONS OF RESPONSIBILITIES:

1. Adhere to the Occupational Health & Safety Act and applicable regulations; corporate and department health & safety policies, procedures and work instructions
2. Must work in a safe manner
3. Work gets completed to the highest standard each and every day.
4. To build community relations and foster a positive experience
5. Collaborative in approach to issues

CORE COMPETENCIES AND KNOWLEDGE: (The specialized skills and knowledge required to perform the job – Reference Appendix A for competency definitions)

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| <ul style="list-style-type: none"> • Trouble shooting • Knowledge of health and safety policies and procedures • Attention to detail of work and surroundings | <ul style="list-style-type: none"> • Ability to set priorities and work independently. • Other duties as required. |
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QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Possess a Class AZ drivers license.
- Must be capable of performing the duties as described.
- Participates positively in maintaining a healthy work environment.
- Maintains a positive attitude toward co-workers, management, council and ratepayers.
- Provides feedback and reports deficiencies encountered during performance of duties.
- Able to follow instructions.
- Ability to prioritize workload, meet deadlines and pay attention to detail.
- Able to safely connect trucks to tag-along trailers to include load specified equipment onto trailer and properly tie down equipment being loaded.
- **If selected for an interview must be prepared to conduct a practical skills test with specified equipment.**

PREFERRED SKILLS:

- Pleasure Craft Operators Card
- Able to work independently
- Ability to work well
- Must be willing to work in adverse weather conditions
- Provides assistance as required by the supervisor

ADDITIONAL INFORMATION:

- This is a 40 hour per week position with a comprehensive benefit package.
- The Township will provide all necessary training dealing with Health and Safety and WHMIS. Green labeled safety boots are required. All other safety apparel will be provided. Must be prepared to attend various training courses.