



## **JOB DESCRIPTION**

(approved by Council on July 3, 2012 – amended Feb 2021)

***This job description summarizes the responsibilities, qualifications, effort and working conditions and key performance indicators related to the position for someone to perform at a satisfactory level. This job description is not about the person but rather about the position. Certain individuals may be over or under qualified for this position. Certain individuals may over or under perform in this position.***

**Job Title:** Works Equipment Operator

**Report to Title:** Works Foreman

### **POSITION DETAILS**

Position status: Full time

Department: Public Works

Pay method (Salary or Hourly): Hourly

Group Benefits: Yes

Normal workweek: 40-hours – HR Policy 3.3 Hours of Work

Overtime: HR policy 3.04 (lieu and overtime for non-management)

On Call: Yes

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### **Organization Name Values/Vision/Mission Statement**

A leader in the development and delivery of municipal services for the growth and well being of our community.

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## **A – RESPONSIBILITIES (includes accountabilities)**

***To perform this job satisfactorily, an individual must be able to perform each of the responsibilities listed successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities.***

### **1) Scope of Position**

- To operate heavy, light and specialized equipment for the purpose of road maintenance and construction, winter maintenance, maintaining road ditches and parks, processing gravel and filling ditches with sand and salt at the local gravel pit and works yard.
- Conducting regular maintenance on Township vehicles and equipment, including reporting of mechanical problems on a timely basis to supervisor so repairs can be made.

- Alternate garbage/recycling collector – should employee be absent.

## **2) Key Responsibilities**

- Customer Service
- Road maintenance - cold patch, gravel resurfacing, dust control, shouldering and gravel retrieval, grading, brushing and roadside mowing.
- Road construction - excavation, hauling gravel, base repair, signage, locates, traffic control, operation of roller.
- Winter maintenance - snow clearing, ice blading, winging back snow, clearing Township parking lots, trucking away excess snow, blending of salt and sand, documentation of usage of sand.
- Gravel Pit - excavation, top soil stripping, operation of stacker belt, truck loading, rehabilitation in keeping with Ministry of Natural Resources plan.
- Ditches and sidewalks - mowing, brushing, rehabilitation, driveway and culvert.
- Equipment and vehicle general maintenance; oil changes, greasing, minor repairs, welding, light maintenance of equipment, changing tires.
- Alternate for garbage/recycling collection equipment operator
- Operate all equipment and perform all tasks safely.

### **2A Operations and Program Delivery**

- Equipment maintenance - light maintenance - oil changes, greasing, etc.
- Operation of equipment in all conditions - winter and construction.
- Shop maintenance - ensure shop is kept tidy so it is a safe place to work.

### **2B Human Resources**

- Does not supervise other employees.
- Does not indirectly supervise other employees.
- Not responsible for HR strategies.
- Does not maintain confidential files.

### **2C Material Resources**

- Regular maintenance on equipment and must ensure inventory used is documented.
- Not responsible for setting procedures and policies for material resources.

### **2D Information Resources**

- Not responsible for information resources.

### **2E Spending, Budgets and Internal Control**

- Not Applicable

### **2F Health & Safety**

- Everyone at the Township of South-West Oxford has a responsibility to work in a healthy and safe manner and to follow all Township Health and Safety Guidelines (policies and procedures)
- Responsible for monthly inspection of fire extinguisher in the work's vehicle according to health and safety guidelines.
- Responsible for quarterly inspection of the first aid kit in the Work's vehicle according to health and safety guidelines.

**2G Other**

- Other duties as assigned.

**3) Key Relationships to Be Managed***External*

- Members of the public must be treated with respect at all times.

*Internal*

- Reporting complaints or concerns to the supervisor

*Public Relations*

- Contact with the public and act as an ambassador for the Township.

**4) Creativity**

- Creativity is encouraged in dealing with matters.

**5) Autonomy**

- Works independently.

**B – QUALIFICATIONS**

*The qualifications in this section include the competencies required to satisfactorily perform the responsibilities listed. Candidates may not possess the exact qualifications listed but have a reasonable equivalent usually through experience as approved by the CAO.*

**1) Formal Education and Training**

- Secondary School Diploma or equivalent

**Professional designation/certification**

- None required

**License**

- Class AZ Drivers License

**Other systematic formal instruction**

- In-house - Municipal Health and Safety, Orientation, WHMIS Fork lift operator, chainsaw training, pits and quarries, snow plow training, traffic control, etc.
- Common Core training.

**2) Ongoing Personal Development**

- Valid Driver License renewal (AZ)
- Ongoing training in procedures for the use of vehicles/equipment.
- Road School.

**3) Work Experience**

- At least 1 year of work experience

**4) Decision Making Authority and Judgment Skills**

- Decisions are made by the Supervisor.

**5) Problem Solving Skills**

- Best way to use equipment to get the job done.

**6) Interpersonal and Communications Skills**

- Positive Attitude
- Cooperates with others
- Mature/Good judgment/Trustworthy
- Teamwork
- Develops trust with all stakeholders
- Speaks truthfully
- Listens

**7) Leadership skills**

- Understand business
- Shows initiative
- Demonstrates integrity and honesty
- Shows flexibility

**8) Personal Organization and Time Management Skills**

- Efficiently manages time and priorities
- Follows through to ensure timely completion of tasks
- Works to ensure thoroughness and accuracy in completion of tasks
- Quick learner

**9) Other Required Skills (practiced ability) not already listed above**

- Reasoning
- Customer service
- Planning
- Various other technical

**10) Required Knowledge (familiarity gained through experience) not already listed above**

- High degree of equipment operating knowledge

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**C – EFFORT & WORKING CONDITIONS**
**1) Physical Effort and Environment**

- Medium physical effort in an everchanging environment (winter/summer months).
- High physical effort when brushing or carrying out garbage/recycling collection duties

**2) Mental Effort and Environment**

- High mental attention and concentration required in outside environment - i.e. winter time - volume and frequency of snow, safety of equipment, etc.
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**D – KEY PERFORMANCE MEASURES**

- Arrive within 30 minutes of call in by Supervisor
  - Respond to radio as soon as the message is heard and it is safe to do so
  - Winter route to be completed by end of working day
  - Vehicle maintenance within required number of hours or mileage timeframes
  - Completion of time sheets, MTO log sheets and daily planner (information activity) by the end of next working day
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**E – SIGN OFF**

Job description reviewed by Works Equipment Operator

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Operator (signature)

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

Supervisor: \_\_\_\_\_  
Work's Foreman