



Selwyn Township Job Description

Position: Equipment Operator / Labourer	Page: 1 of 2
Reports To: Public Works Supervisor	Date: January 2022
This Job Description is: ___ New _x_ Existing ___ Revised	

Job Summary:

To provide a variety of maintenance and construction services to municipal roads and facilities.

Duties and Responsibilities:

1. Maintains good road conditions during winter months by sanding and salting roads and sidewalks, and Township facilities and snow plowing, including wing back operations.
2. Conducts general maintenance functions such as patching and brushing, cutting grass and weeds, sweeping roads and intersections.
3. Conducts general maintenance at waste sites.
4. Operates the excavator, loader, backhoe, grader and bulldozer on ditching and other road construction projects, in loading granular materials, in replacing guiderails, installing fencing, installing and repairing entrance culverts and road traffic signs.
5. Operates trucks for aggregate haulage and snow removal ensuring that the vehicle is securely loaded for best use of space, protection and even distribution.
6. Fells trees ensuring employee and public safety.
7. Performs routine mechanical inspection of vehicles and reports malfunctions or defects and maintains vehicle log book.
8. Assists in the cleaning and general maintenance of municipal facilities.
9. Maintains equipment by performing such tasks as washing, cleaning and general maintenance functions such as greasing, changing oil, filters and minor equipment repairs.
10. Operates equipment as required.
11. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
12. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health & Safety Policy.
13. Performs other duties and carries out special projects as assigned.

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Supervision:

This position may require the incumbent to act as a group leader and direct the work of part-time staff.

Contacts:

Internal: With the Public Works Supervisor or the Lead Hand - Equipment Operator / Labourer and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With contractors for the purpose of obtaining and sharing information.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to a normal garage environment. Exposure to hazards and inclement weather conditions. Some exposure to paint and diesel fumes.

The incumbent may be required to work unusual hours in order to handle emergency and poor weather conditions.

Job Knowledge:

Grade 12 education and three years related experience.

Knowledge of road construction, maintenance activities and safety procedures.

Requires a valid Class "D" driver's licence with "Z" endorsement.

Key Competencies:

- Adaptability/Flexibility
- Communication
- Customer Focus
- Initiative
- Job Knowledge
- Quality Orientation
- Teamwork and Cooperation