



**TOWNSHIP OF SOUTH ALGONQUIN
JOB DESCRIPTION**

Job Title: Public Works Employee & Equipment Operator	Department: Public Works	Division: Operations
Reports to: Public Works Superintendent		Date: May 26, 2022

POSITIONS SUMMARY:

As a member of the Public Works staff reporting to the Public Works Superintendent, the Equipment Operator works on and provides day-to-day construction and maintenance of the township’s core and non-core assets. The Equipment Operator is required to use and operate tools when needed, drives vehicles, operates light and heavy equipment, ensures safety procedures are adhered to when performing their workplace responsibilities. Performs all other work duties as assigned by the Public Works Superintendent or their designate.

DUTIES AND KEY RESPONSIBILITIES:

Road Maintenance

- Conducts regular documented road patrols and addresses deficiencies on route where possible.
- Performs winter maintenance operations such as snowplowing, sanding and ice removal on municipal roads, parking lots, walkways, building steps, etc.
- Clears debris from beaver dams blocking culverts to prevent potential flooding.
- Addresses Nuisance Beaver and Nuisance Beaver Dam issues.
- Removes potential hazards from traveled road, shoulder and ditch and by “brushing” and chipping obstructive trees and bushes from within the road allowance or right-of-way.
- Performs annual spring clean-up and maintenance such as sweeping of winter sand from roads, bridges, sidewalks and cleaning ditches and gutters.
- Cuts grass around guardrails, bridges and other township owned properties.
- Digs ditches and clears weeds and brush as assigned.
- Removes bottles, refuse, dead animals and other debris from roads.
- Performs general maintenance functions for road repairs such as pavement patching for potholes and washouts.
- Replaces damaged road signs including regulatory, advisory, civic and decorative in compliance with regulatory measurements.
- Installs, maintains and removes fences, guard rails and posts; tightens loose guide rail cables.
- Repairs, sweeps and washes township bridges to comply with standard safety checks.
- Functions as Traffic Control Person to facilitate operational activities and construction projects.
- Participates in municipal road construction projects as required.



**TOWNSHIP OF SOUTH ALGONQUIN
JOB DESCRIPTION**

Job Title: Public Works Employee & Equipment Operator	Department: Public Works	Division: Operations
Reports to: Public Works Superintendent		Date: May 26, 2022

Waste Management

- Performs curbside waste collection from residences and commercial business collections.
- Performs regular landfill sites maintenance operations as required.
- Demonstrate working knowledge of landfill site Certificate of Approval and Design and Operations Report.
- Performs landfill site attendant duties that include;
 - Accepting or rejecting waste at the sites and keeping accurate records of waste being brought in.
 - Keeping attendance and user identification records.
 - Maintain Re-Use and recycling areas.
 - Assesses, charges, collects and provide receipts for Tipping Fees.
 - Completes daily operational and monthly site inspection forms.
 - Monitors specific areas of compliance with the Certificate of Approval for the landfill sites.
 - Monitors accumulations of burnable materials and reports possible issues.
 - Participates in controlled burning during suitable weather conditions and stays at the site during this time.
 - Ensures that litter at the site for which they are responsible for is always kept to a minimum.
 - Performs annual spring litter clean-up of landfill sites.

Equipment Operation & Maintenance

- Performs routine mechanical inspection or “circle check” of vehicles and equipment, reports any observed malfunctions or defects and maintains vehicle and equipment records.
- Maintains legally required documentation relating to vehicles they are operating on public highways.
- Operates vehicles and heavy equipment according to qualifications.
- Operates Township vehicles and other township equipment as assigned (i.e., snowplow, grader, front-end loader, etc.).
- Ensures safe, effective use and regular maintenance of any tools or equipment used.
- Returns all tools and equipment to its storage place immediately after use in a clean condition.
- Assists in changing plow, wing, and grader blades when necessary
- Performs regular maintenance of vehicles including greasing, fluid level controls, replacing light fixtures/bulbs and regular interior and exterior cleaning of vehicles.
- Every person operating equipment ensures that it has been properly and completely greased prior to use, during use at prescribed service intervals and at the end of use each day.



**TOWNSHIP OF SOUTH ALGONQUIN
JOB DESCRIPTION**

Job Title: Public Works Employee & Equipment Operator	Department: Public Works	Division: Operations
Reports to: Public Works Superintendent		Date: May 26, 2022

General

- Keeps an accurate daily record of all activities they are involved in.
- Performs other duties as assigned.
- Washes, cleans and performs general housekeeping of vehicles, equipment and workplace on a daily basis.
- May be required to assist and ensure new employees receive proper training on procedures and safety.
- Protects own health and safety and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all provided occupational health and safety training.
- Follow all guidelines for employers and employees as legislated under the Ontario Occupational Health and Safety Act.
- Adheres to the Dress Code

SUPERVISORY RESPONSIBILITIES:

- The Public Works Superintendent may assign supervisory duties to an individual employee to coordinate daily operations or construction projects based on the employee's skills and knowledge of the project.

QUALIFICATION:

- Grade 12 education preferred.
- Responsible for maintaining the type of driver's license as advertised when hired for the job.
- Require minimum valid Class "D" driver's license with "Z" endorsement with a satisfactory driver's abstract, also must be agreeable to upgrade drivers' license if needed, at employers expense.
- Ability to operate 4X4 truck with snowplow attachment.
- Ability to obtain Chainsaw Operator Safety Certificate, Propane Safety Certificate and Surface Miner Training Certificate.
- Ability to complete WHMIS training and Traffic Control training.
- Thorough knowledge of safety procedures when working in construction areas due to workplace hazards such as heavy equipment operation and vehicle traffic.



**TOWNSHIP OF SOUTH ALGONQUIN
JOB DESCRIPTION**

Job Title: Public Works Employee & Equipment Operator	Department: Public Works	Division: Operations
Reports to: Public Works Superintendent		Date: May 26, 2022

EXPERIENCE:

- Minimum 3 years previous experience in a construction or labourer position preferably in a municipal environment.
- Demonstrate experience in the safe and effective operation of heavy equipment.
- Demonstrate experience in the safe and effective operation of small equipment and hand tools.
- Demonstrate general mechanical aptitude and knowledge.
- Good understanding and knowledge of road construction and maintenance activities.
- Basic mathematical skill to understand grade calculations and other typical construction based calculations.
- Ability to maintain all operated tools and machinery following acceptable maintenance and servicing according to service manuals and applicable policies.
- Ability to perform heavy lifting, carrying, bending, moving, and climbing for extended periods of time when completing day-to-day operations, frequently in inclement weather within Occupational Health and Safety regulations.

QUALITIES:

- Excellent interpersonal skills when relating to the public, contractors, subcontractors, or co-workers.
- Demonstrate adequate written and verbal communication skills for effective daily interactions with other staff, members of the public, contractors and suppliers.
- Ability to work effectively in a team environment.
- Good decision-making skills to access and independently resolve minor situations.

WORKING CONDITIONS:

- Work outdoors most often occasionally exposed to extreme or inclement weather.
- May be called upon to work overtime at unusual hours in order to respond to public works related emergencies that may occur in poor weather conditions.
- Frequent exposure to dirt and dust, noise, vibration, grease and oil, waste and dead animals.
- Appropriate personal protective equipment required to be worn at all times while on the job.
- Adhere to the dress code.



**TOWNSHIP OF SOUTH ALGONQUIN
JOB DESCRIPTION**

Job Title: Public Works Employee & Equipment Operator	Department: Public Works	Division: Operations
Reports to: Public Works Superintendent		Date: May 26, 2022

**TOWNSHIP OF SOUTH ALGONQUIN PUBLIC
WORKS EMPLOYEE & EQUIPMENT
OPERATOR**

I, _____ hereby recognize and accept the
preceding duties and responsibilities as the incumbent of this position.

Employee/Incumbent

Date

CAO/Clerk Treasurer

Date