

Rural Municipality of Elton (Elton)

Seasonal Public Works Equipment Operator - Job Description

Job Title: Seasonal Public Works Equipment Operator
Reports To: Public Works Foreman

Summary

Answering to the Foreman, the Seasonal Equipment Operator shall be responsible for tasks associated with grading, plowing, municipal road construction and maintenance work, and general responsibility for other municipal infrastructure. He or she will be responsible for:

- Working with Public Works Foreman to provide effective municipal operations.
- Operation of municipal equipment (such as but not limited to patrol, backhoe, tractor, retriever, mower and snow removal equipment as needed).
- Reviewing the condition and maintenance of municipal machinery and assets.
- Inspection of municipal roads, sidewalks, drainage and other service assets, both on a pro-active basis for planning and prevention purposes, and on a complaint basis to minimize public safety hazards and municipal liability.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

General

- Conduct duties in an ethical manner in accordance with established policies and procedures approved by Council, including communications and complaint process with the general public, members of Council and fellow staff in such a manner as to facilitate harmonious relations.
- Instill a high standard level in customer service and workmanship, including accuracy, consistency and completeness in any documents issued.
- Respond to directives from the Foreman in a timely and appropriate manner.
- Perform duties in a safe and efficient manner.
- Provide assistance to the municipal office where necessary to carry out requirements as identified by *The Municipal Act*.
- Attendance at Council and Committee meetings as requested (may be day or evening).
- Attendance at specified courses as approved for upgrading of skills and knowledge.
- Ensure the efficient use of labour, machines and materials.
- Monitor job progress and costs; identify weaknesses in existing job methods or policies pertaining to completion of work required, and communicate to the Foreman.
- Maintain adequate records and timesheets as required.
- Time management strategy for effective delivery of job duties.
- Ensure compliance with the municipal health and safety training and reporting requirements.
- Perform duties with the expressed aim of protecting the municipality from liability claims.
- Response to emergency situations.
- Perform other related duties as assigned by the Foreman, which are in keeping with municipal operations.

Equipment Operations

- Operate all municipal equipment (heavy or stationary) in a safe and efficient manner according to all relevant legislation and municipal policies and procedures.
- Perform daily safety and maintenance inspections on equipment.
- Advise Foreman of any maintenance and/or repair requirements.
- Clean equipment as scheduled or required.
- Ensure equipment is safely and securely stored.
- Participate in routine maintenance.
- Practice workplace safety.

Municipal Roads, Grounds and Buildings

- Ensure open access to buildings, roadways, wells and waste sites.
- Perform routine and seasonal inspection of roads, wells and waste sites.
- Building and Grounds inspections and maintenance for safe access and use by public and staff.
- Maintain proper drainage/culverts on road allowances.
- Perform emergency repairs where required for all municipal property.
- Basic repairs to structural, mechanical and electrical systems where appropriate.
- Maintain easements.

Waste Disposal

- Conduct regular inspections and monitor use of waste containers or other designated waste disposal areas, to include types of waste disposed and determination of sufficient provision of waste disposal receptacles.
- Monitor recycle containers in municipal yard for authorized waste.
- Hauling of recycle materials to landfill.
- Response and inspection of emergency issues relating to waste disposal.

Community Wells/Public Utilities

- Maintenance of community wells, including repairs and maintenance of outlying equipment, notification of electrical issues, provision of hydro consumption information.
- Upon request, response to and inspection of emergency or operational issues relating to **water** utility to assist with knowledge in addressing requirements for repairs.
- Upon request, response to and inspection of emergency or operational issues relating to **low-pressure septic system** to assist with knowledge in addressing requirement for repairs.
- Inspection, maintenance and repair of access to utility sites as requested by the CAO and/or Utility Manager.

By-Law/Policy Enforcement

- Enforcement of municipal by-laws and policies where required (i.e. animal control).



Rural Municipality of Elton (Elton)

Seasonal Public Works Equipment Operator - Job Description

Working Conditions

- Season position term will be as determined by Elton Council. Working hours within the approved season are April 15 to October 14 at 9 hours per day; October 15 to April 14 at 8 hours per day.
- Expected to work either independently or in a team setting, as required.
- Overtime as required. 24/7 availability required relating to seasonal weather events.
- Safety equipment required is supplied by the municipality, with the exception of steel-toed safety boots for which an annual allowance is provided upon submission of receipt as provided in the Employee Agreement under "Other Benefits".
- Moderate lifting (up to 50 pounds or as identified in safety legislation).
- Physical exertion (typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, pulling).
- Operation of equipment with ongoing monitoring of:
 - Personal physical state and responses (fatigue, stress); and
 - Work site conditions;and adapting with rapid multiple and complex adjustments.
- Operation of lever/pedal equipment (coordination of eyes, hands, feet and limbs).
- Exposure to dangerous/hazardous materials associated with municipal operations (display knowledge and safe handling procedures).
- Work both indoors and outdoors (preparation for extreme heat/cold).
- Will be exposed to construction sites.

Qualifications

- High School Diploma, GED or equivalent.
- Understanding of construction equipment and road construction techniques.
- Effectiveness in the areas of construction, safety and productivity.
- Valid Class 3 Driver's License with Air endorsement (possession of or ability to obtain).
- Strong written and oral communication skills.
- The ability to function as a team player.
- Strong judgment in decision-making.

Job Considerations (consideration for new employees may be given to)

- Previous experience in municipal operations.
- Previous experience working with construction equipment.

ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS AGREEMENT IS SIGNIFIED BY THE SIGNATURES OF BOTH PARTIES TO THIS AGREEMENT BELOW:

Employee

Chief Administrative Officer

Date

Date