



JOB DESCRIPTION

POSITION TITLE: PART-TIME / SEASONAL HEAVY EQUIPMENT OPERATOR & GENERAL MAINTENANCE

OUTSIDE SUPERVISOR: Working Foreperson
DEPARTMENT: Public Works & Municipal Infrastructure
ACCOUNTABLE TO: Council / Town Clerk Manager

SUMMARY OF FUNCTIONS:

Under the general supervision of the Public Works – Working Foreperson &/or Town Clerk Manager the Equipment Operator performs skilled work in the safe care and operation of a variety of heavy equipment used in a municipal operation.

MAJOR DUTIES & RESPONSIBILITIES:

- Perform snow clearing, sanding, and salting activities; operate a variety of related equipment including loaders, backhoes, tandem trucks, snowplows, snow blowers; trackless machines, etc.
- Perform street maintenance and asphalt repairs; operate a variety of related equipment including self-propelled vibratory road compactors/tampers, graders, asphalt machine, road rollers, street and sidewalk sweepers, vacuum machines, etc.
- Maintain open and play spaces; operate a variety of equipment to dethatch, till, fertilize, edge, resurface, mow, and aerate grass and playfields as well as heritage site and look-out areas.
- Operate heavy equipment in performing a variety of municipal operations including garbage collection, accident clean up, spills, excavation, etc.
- Perform maintenance and repairs to the town's water and sewer systems, chlorine and soda ash equipment, and any other systems or equipment related to the provision of clean and safe drinking water, sanitary sewer systems and fire protection that the town provides to the public.
- Conduct pre- and post-trip vehicle inspections; perform preventative maintenance functions on equipment; complete daily paperwork on vehicles and report any defects to supervisors.
- Clean, maintain, operate, and secure equipment safely and in accordance with legislation, policies and procedures.
- Ensure all road and traffic safety procedures and requirements are met.
- Report any concerns from the public to the supervisor/s and respond in a courteous and respectful manner.
- Perform labourer duties in addition to any other required work duties, as assigned by Public Works – Working Foreperson &/or Town Clerk Manager.
- Maintain and retrieve information in accordance with the requirements set forth by governing legislation, maintain discretion and follow all Town management policies, procedures, and guidelines.

The above statement reflects the duties necessary to describe the principal functions of the job and shall not be considered as a detailed or all-inclusive description of all the duties of the job.

QUALIFICATIONS:

Thorough experience in operating a variety of heavy equipment found within a municipal environment supplemented by graduation from high school or considerable experience in operating heavy equipment along with completion of a program in Heavy Equipment Operation from an accredited educational institution; and possession of a valid Class 03 and 08 driver’s license with air brake and traction engine endorsements for the Province of Newfoundland and Labrador. Certification in WHMIS, Powerline Hazards, Confined Spaces Level II, Fall Protection, Transportation of Dangerous Goods, Trenching/Excavation Safety Procedures, Flag-person’s Instruction Training and First Aid Training. Provincial registration as a journeyman in heavy equipment operator would be an asset.

- Knowledge of the safe operation of a variety of heavy equipment used in all seasons.
- Knowledge of snow-clearing, road construction and maintenance techniques.
- Knowledge of municipal water and sewer construction and maintenance techniques.
- Knowledge of the hazards of the work.
- Demonstrated understanding of safety and safe work procedures.
- Must be capable of obtaining, understanding, and maintaining all necessary job-related training requirements.
- Ability to operate dual axel and heavy equipment in a safe and responsible manner.
- Ability to work safely, responsibly, and efficiently in all weather conditions.
- Ability to problem solve.
- Ability to be medically and physically able to perform all duties of the position in all weather conditions on an ongoing basis including lifting up to 50 pounds.
- Ability to safely perform work under minimum supervision. i.e.: Work Alone
- Ability to communicate effectively and interact politely with the public.
- Ability to establish and maintain cooperative and productive working relationships.
- Ability and willingness to work weekends, evenings, nights and standby.
- Ability to contribute as a team player with personal commitment to the Town’s mission, values and guiding principles and safety.
- Ability to be insured and maintain continuity under the Town's normal vehicle insurance policy.
- A certified copy of a Criminal Record & Vulnerable Sector Checks must be supplied with resume.

The signature of the applicant indicates that he/she has seen the job description and has had the opportunity to seek clarification on any of the duties or responsibilities outlined for this position.

(Applicant)

(Town Clerk Manager)

Date: _____

Date: _____