

## **Township of Ryerson**

Requires a Full Time Truck Driver/Grader/Equipment Operator

The person will be required to operate the truck, backhoe, excavator and grader, perform tasks in all aspects of municipal road works including maintenance, record keeping and other duties.

D Z Licence is the minimum requirement, A Z is preferred.  
(General and CVOR Driver Abstracts will be required)

Experience an asset  
Please reference modular certification

Job Description and application form are available at the Municipal Office or at

[www.ryersontownship.ca](http://www.ryersontownship.ca)

Applications with resumes clearly marked "Job Application" will be received by the

undersigned until

12:00 p.m. Friday February 17, 2012

Judy Kosowan  
CAO/Clerk-Treasurer  
Township of Ryerson  
Phone: 705 382-3232

In person: 28 Midlothian Road

By Mail: R. R. # 1  
28 Midlothian Rd.  
Burks Falls, Ontario  
P0A 1C0

By Fax: (705) 382-3286

By e-mail: [admin@ryersontownship.ca](mailto:admin@ryersontownship.ca)

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

# Township of Ryerson

## POSITION DESCRIPTION

<b>Position:</b> Truck Driver/Equipment Operator	<b>Date approved: October 5, 2010</b>
<b>Reports to:</b> Public Works Supervisor	<b>Approved by: Council</b>

**POSITION SUMMARY:** Under the direction of the Public Works Supervisor, operates various types of municipal vehicles and equipment in the performance of roads Department maintenance duties. Also required to perform other maintenance duties requiring digging, raking, installing culverts etc.

### Major Duties and Responsibilities:

- Operates trucks, front-end loader, backhoe, excavator and grader in the performance of roads maintenance duties.
- Digs, maintains and repairs ditches, installs and maintains culverts.
- Operates a chain saw, welding equipment and basic tools, as required.
- Responsible for the safe and proper plowing of snow routes and snow removal during winter season, as assigned by the Public Works Supervisor.
- Circle checks and performs minor equipment repairs e.g. cleans, fuels, and lubricated equipment as directed by the Supervisor
- Carries out maintenance and repair of Municipal vehicles and equipment to minimize breakdowns and safety hazards, complies with operating manuals and maintenance standards.
- Adheres to all municipal safety policies and procedures and provincial standards and regulations.
- Carries out the maintenance and repair of municipal buildings and the roads Yard, as directed.
- Completes daily time sheets and maintains log books recording use and repairs.
- Other Public Works maintenance duties as assigned.

### **Education/Experience/Skills**

- Minimum Grade 12, or equivalent
- Minimum Class DZ drivers licence
- Clear driving record
- Minimum 2 years experience in operating a grader, excavator, backhoe/loader, snow plow truck.
- Ability to perform preventative maintenance procedures and effect routine repairs to vehicles and equipment.

### **Independence of Action**

The Operator is required to apply established methods and procedures in the performance of his duties but is permitted to exercise a choice of methods and/or sequence.

### **Mental Effort**

High degree of concentration required when operating vehicles and equipment.

### **Physical Effort**

Operating heavy equipment. Work also requires heavy lifting, kneeling, crouching, digging, raking etc. as required.

### **Dexterity**

Work requires fine movements in the proper handling of equipment e.g. vehicles/equipment and chain saws etc. and coarse movements in the performance of some maintenance duties e.g. digging, raking etc.

### **Accountability**

Actions could result in a loss of time or resources or may affect the work of others.

### **Safety of Others**

Considerable degree of care required when operating vehicles/equipment in traffic or at construction sites.

### **Supervision**

Supervisory responsibility is not normally part of the job requirement, but there may be a need to show others how to perform tasks or duties.

### **Contacts**

Contacts are usually of a routine nature and involve explaining or exchanging data or information.

### **Working Conditions**

The majority of the work is performed under field conditions and may include exposure to weather, dust, fumes, noxious odours, grease, grime, noise etc.,. Position is subject to call-outs in inclement weather or under emergency conditions.

# Township of Ryerson

## APPLICATION FOR EMPLOYMENT

**Please Attach Resume & Reference any Related Qualifications/Training**

### PERSONAL DATA

Last Name	First Name	Middle Name
Present Address		How long have you lived at this address?
City	Province	Postal Code
Home Telephone Number Area Code (    )		Business Telephone Number Area Code (    )
Do you have a valid driver's license?		What Class?
Were you previously employed by us? If Yes when?	Are you employed now?	If hired, when can you start work?
Do you have a reliable means of transportation to get to work?	Is your application for: Full-time:_____ Part-time:_____ Temporary:_____	
Type of position(s) you are applying for?		
Were you ever convicted of an offense under the Criminal Code for which a Pardon is not in force? If yes, describe in full.		

### EDUCATION DATA

	ELEMENTARY	SECONDARY	COLLEGE OR UNIVERSITY	OTHER
Year last attended				
Highest grade/year completed				
Certificates, Diplomas, Degree(s) obtained				
Describe any other special training, apprentice skills, professional designations and other education you have acquired: _____				

# EMPLOYMENT HISTORY

**EMPLOYMENT HISTORY** (list in order starting with your present or last job)

Present or last employer	Address
Type of business	Your job title
Period Employed      From: (month/year) To: (month/year)	Final Salary
Name and title of immediate supervisor	Reason for leaving
Describe your principle duties and responsibilities in this position: _____ _____	

Present or last employer	Address
Type of business	Your job title
Period Employed      From: (month/year) To: (month/year)	Final Salary
Name and title of immediate supervisor	Reason for leaving
Describe your principle duties and responsibilities in this position: _____ _____	

Present or last employer	Address
Type of business	Your job title
Period Employed      From: (month/year) To: (month/year)	Final Salary
Name and title of immediate supervisor	Reason for leaving
Describe your principle duties and responsibilities in this position: _____ _____	

**The foregoing information is correct to the best of my knowledge. I understand that any misrepresentation shall disqualify me from employment or be cause for dismissal.**

**Applicant Signature** \_\_\_\_\_

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