

POSITION DESCRIPTION

<u>JOB TITLE:</u> Truck Driver/Equipment Operator	Council Approved: June 5, 2018
<u>REPORTS TO:</u> Public Works Supervisor	<u>STATUS:</u> Full Time/ 40 Hrs./Week
<u>DEPARTMENT:</u> Public Works	<u>TYPE:</u> Hourly

PURPOSE OF POSITION:

Under the Direction of the Public Works Supervisor or Lead Hand, Truck Driver/Equipment Operators are responsible for operating various types of municipal vehicles and equipment in the maintenance of roads within the Township, in addition to maintaining and repairing equipment.

RESPONSIBILITIES AND DUTIES:

- I. Performing daily operations that ensure safety and maintenance of roads within the Township limits by:
 - Performing daily inspections and operating and maintaining heavy equipment including: excavators, backhoes, trucks, graders and loaders; (welding experience an asset);
 - Using equipment as directed to perform road maintenance duties such as plowing, sanding, hauling, culvert replacement, bridge maintenance, ditching, brushing and grading and culvert thawing as required;
 - Reporting any mechanical/service or safety concerns to Public Works Supervisor;
 - Ensuring the safety of public roads within the Township, monitoring the roadway for obstructions and defects; operating vehicles and machinery in an alert and cautious manner; and
 - Ensuring that all culverts and roads are clear and unobstructed using equipment such as chainsaws and steam equipment; generator, mulching equipment or other heavy equipment as required.
- II. Maintaining accurate and detailed records of operational duties:
 - Keeping an accurate and current log book of daily duties performed;
 - Providing accurate records and descriptions of any repairs required on equipment;
 - Patrol records and Daily Inspections;
 - Internal Work Orders;
 - Time Sheets and Roll Over Sheets;
 - Preventative Maintenance Inspection Records; and
 - Aggregate Usage Records.

III. Follow policies, procedures and guidelines adopted by the Municipal Council as directed by the Public Works Supervisor by:

- Ensuring P.P.E. is up to date and worn at all times;
- Being attentive and cautious in all duties; and
- Understanding and obeying all safety rules and regulations;

IV. Performing other associated duties, and participate as required.

POSITION SPECIFICATIONS

Education: Minimum Grade 12 or equivalent

Requirements:

A Valid Class "A" License with "Z" endorsement is preferred, DZ License required, with a clean abstract

Provide copies of all related certifications (for examples see last bullet point under Abilities/Skills)

Availability for winter operations standby

Experience:

Experience operating, maintaining and/or repairing heavy equipment and trucks

Two years of experience operating combination snow plow/spreader units, backhoe, grader, wheel loader, and excavator

Experience with truck and float/tag operation as well as securing loads

Welding and working with steel an asset

Abilities/skills:

- Safety Awareness; ability to understand and comply with the Township's Safety Policy and Procedures;
- Effective written and communication skills;
- Ability to perform physically demanding tasks;
- Efficient time management and organizational skills;
- Familiarity with shop equipment and hand tools;
- Ability to work in all weather conditions;
- Thorough record keeping skills;
- Ability to produce detailed and quality work;
- Understanding of CVOR and Hours of Service regulations and Daily Inspections;
- Intermediate computer skills and familiarity with smart phone apps;
- Ability to successfully complete training as required in: Minimum Maintenance Standards; Book 7 (Flagging Technician); Municipal Pit and Quarry Worker; Material Handling or 0-8 Tonne Crane; Propane; WHMIS; Occupational Health and Safety; Defensive Driving; Chainsaw operation.