



## CORPORATION OF THE TOWNSHIP OF GILLIES

### Equipment Operator – Job Duties (Under Review)

#### Purpose of Position:

- To assist in the construction and maintenance of all municipal roads and related programs and services

#### Scope of Position:

- To operate and maintain the roads equipment and perform manual labour jobs as required.
- To construct, repair and maintain the municipal roads network
- To perform all other duties as assigned

#### Responsibilities:

- Operate a grader, backhoe, loader, snowplow, trucks, and other equipment as required
- Perform minor repairs on equipment
- Maintain neat and accurate records of work activities as required
- Steam and maintain culverts
- Cut brush
- Excavate and fill graves, and other cemetery maintenance
- Perform minor building repairs
- Haul gravel
- Plow snow
- Grading
- Repair and replace signage
- Put up letter on the Municipal Sign at the Garage/Fire hall as directed
- Break beaver dams
- Grass cutting at the cemetery, park, garage/firehall and helipad
- Work in a safe manner and follow all Health and Safety requirements
- Respond quickly and decisively in emergency situations
- Maintain a good understanding of municipal maintenance policies, Minimum Maintenance Standards, and other relevant legislation
- Exercise good judgement
- Maintain a strong work ethic
- Effectively manage the department as required
- Maintain a clean work environment
- All other duties as assigned

### **Working Relationships:**

- With Council (maintains harmonious relations with Council)
- With Staff (maintain harmonious relations with all municipal staff)
- With the Public: (responds to complaints, concerns and other feedback as directed by the Roads Maintenance Coordinator; maintains tactful relations)

### **Working Conditions:**

- A typical workday for the Equipment Operator is 8AM to 4:30PM Monday to Friday. This consists of 8 hours of work time plus a 1/2-hour unpaid lunch break, resulting in a 40-hour work week for which normal time will be paid.
- The employee shall be permitted a paid 15-minute rest period in both the first and second half of the workday
- During busy seasons the Road Maintenance Coordinator will determine the work hours for the roads department based on various factors such as workload, capital projects, weather, etc.
- Places of work typically includes the Gillies garage, municipal roadways, municipal office, municipal cemeteries, municipal landfill, and other sites as required
- When the employee is required to attend duties outside of their typical working hours, they are expected to be compensated for that time by taking the equivalent time off (i.e. winter snow plowing on a weekend would result in equal time off the next work week)
- The employee acknowledges that they will work no more than 80 hours per biweekly pay period
- Work in full view of the public exhibiting a professional demeanour at all times

### **Minimum Requirements:**

- Have a minimum of (3) three to (5) five years experience in public works operations, including operating a grader, snowplow, backhoe, loader
- Grade 12 secondary school diploma or equivalent
- Maintain a valid "DZ" license and clean drivers abstract
- Maintain physical fitness as to be capable of performing manual labour
- Maintain specific required certification and/or tickets applicable to employment

The municipality has the right to underfill the position if required.