



CORPORATION OF THE TOWNSHIP OF GILLIES

JOB DESCRIPTION **(UNDER REVIEW)**

Job Title:	Lead Hand/Equipment Operator
Reports to:	Roads Maintenance Coordinator (RMC) Or the Clerk/Treasurer in the absence of the RMC
Salary Range:	\$60,000 to \$64,000.00 (Salary)
Job Type:	Permanent – Full time

Purpose of Position:

- To assist in the construction and maintenance of all municipal roads and related programs and services
- To assist and/or assume responsibility in the absence of the Roads Maintenance Coordinator

Scope of Position:

- To assist and/or assume responsibility in the absence of the Roads Maintenance Coordinator
- 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 filling of graves, and other cemetery maintenance
- Perform minor building repairs
- Haul gravel
- Plow snow
- Grading
- Repair and replace signage
- 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

- Maintain leadership and communication skills, including the ability to manage material, people, to control budgets, the ability to analyze data, and provide advice
- Maintain a high level of managerial, mechanical, and technical skills acquired through training and municipal experience, to direct a Township public works service that involves rural issues
- 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
- Make recommendations to the RMC and/or Clerk/Treasurer as necessary
- All other duties as assigned

Working Relationships:

- With Council (maintains harmonious relations with Council)
- With Staff (maintain harmonious relations with all municipal staff) Reporting to the RMC and to the Clerk/Treasurer in the RMC absence.
- With the Public: (responds to complaints, concerns and other feedback; maintains tactful relations; explains public works operations)

Working Conditions:

- A typical workday for the Lead Hand/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
- Have a minimum of (3) three to (5) five years in a supervisory role
- 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
- Proficiently use Microsoft Office and able to learn new software

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