

TOWNSHIP OF NORTH HURON

POSITION PROFILE



Position Title Roads Operator

Report to Title: Public Works Supervisor

Revised: November 2023

Pay Range: Pay Band 5

Position Status: Full time employee

Pay Method: Hourly

Normal Work Week: 40 hours

Overtime paid Eligible after 40 hours per week

Location: As assigned

A - POSITION DESCRIPTION

1. Scope of Position:

The Operator is responsible for performing a variety of public works tasks in the Township of North Huron, using heavy equipment in a safe and efficient manner.

2. Key Responsibilities

- (a) To construct, repair and maintain, usually using equipment, the municipal roads (gravel and hard top), sidewalks, parking lots, traffic signs, bridges, culverts, drains, street lights, storm and sanitary sewer systems, water treatment systems (as applicable) and other designated municipal infrastructure in the Township of North Huron, as directed by the Public Works Lead Hand.
- (b) To locate problems to any municipal infrastructure in the Township of North Huron and make repairs promptly in order to avoid potential safety hazards and public complaints. If the required repair is major, the Operator makes a recommendation to the Public Works Supervisor.
- (c) To discuss with the Public Works Supervisor plans, priorities, and work schedules.
- (d) To adhere to the security program for all the public works assets of the Township of North Huron.
- (e) To perform winter maintenance activities in accordance with the North Huron policies and procedures as approved by Council including snowplowing, sanding and salting as directed by the Public Works Supervisor.
- (f) To perform unskilled, repetitive and physically demanding work as directed by the Public Works Supervisor.

- (g) To operate safely and efficiently a road grader and other heavy equipment, other vehicles, power tools and hand tools as appropriate for the public works task at hand.
- (h) To maintain all vehicles and equipment according to the schedule developed by the Public Works Supervisor and Operations Manager.
- (i) To perform parks maintenance including trimming trees as required.
- (j) To maintain a log of daily activities as directed by the Public Works Supervisor.
- (k) To maintain the painted line markings on all roads and streets.
- (l) To work in a safe and sensible manner in accordance with Township health and safety policies and procedures.
- (m) To promptly inform the Public Works Supervisor of any inquiries or feedback from the public or others. The Public Works Supervisor or Operations Manager is responsible for the response. To deal with the public professionally and tactfully at all times.
- (n) To participate in an on-call program on a rotating basis with other qualified staff, in order to respond to Public Works emergencies after hours and on weekends. The details of this program will be outlined in a separate policy memo.
- (o) To perform patrol duties as assigned, including winter patrol, with other qualified staff, in order to determine maintenance needs, meet Minimum Maintenance Standards and initiate call-out if needed.
- (p) To perform other duties as may be assigned by the Public Works Supervisor.

3. Key Relationships

Internal

Public Works Supervisor: daily interaction re operations of the Township of North Huron public works

Operations Manager: regular interaction re operations of the Township of North Huron public works

Other Municipal road crew: daily interaction re assignments for the Township of North Huron public works

External

Public: daily contact

Township Contractors and other professionals: as appropriate

4. Decision Making Authority

Works under the direct supervision of the Public Works Supervisor.

Consults the Public Works Supervisor daily concerning most aspects of assigned duties.

The Operator is encouraged to make recommendations to their Supervisor for improving the efficiency and effectiveness of their duties.

The Operator may be required to initiate call-out through consultation with the Lead Hand or Operations Manager in Public Works.

5. Problem Solving Responsibility

Most of the duties performed by the Operator are in accordance with established policies and procedures under the supervision of the Public Works Supervisor. Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

B - POSITION SPECIFICATIONS

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. Formal Education and Training

Minimum degree required:

Secondary School Diploma

Heavy machinery course (desirable)

Enrollment in Ontario Good Roads Certificate three year program (desirable)

Minimum designation required:

None required

2. Work Experience

Minimum Years Required

Experience driving a grader or other large equipment

Five

Experience in municipality

Three

3. Other Key Skills

- Good interpersonal skills.
- Good communication skills.
- Ability to operate a road grader and other heavy equipment, other vehicles, power tools and hand tools.
- In depth knowledge of equipment and vehicle maintenance techniques.
- Adequate knowledge of the local public works by-laws, standards and levels of service.
- Adequate knowledge of the MTO standards, specifications and regulations
- Adequate knowledge of Ontario Health & Safety Act.
- Adequate knowledge of construction practices and construction estimating
- Excellent physical condition. Ability to handle physical demands of operating heavy machinery. Ability to lift up to 25kg.
- Valid class D driver's license with Z endorsement.

- Other licenses required to operate the Township equipment and vehicles.

C - POSITION CHARACTERISTICS

1. **Impact & Accountabilities**

The Operator is responsible for the safe, efficient and effective operation of expensive Township equipment.

This position is responsible to assist with the maintenance of Township vehicles and equipment.

This position has no budget responsibility.

A person performing this position competently and proactively can eliminate public works hazards before they become serious and help promote a professional image of the public works department.

2. **Supervisory Responsibility**

None.

D - WORKING CONDITIONS

1. **Physical Effort and Environment**

At certain times, often due to inclement weather, the Operator may have to work in excess of their normal workweek in order to respond to public works emergencies and tight deadlines.

The work is physically demanding and tiring.

The Operator will have to share on-call duties.

The Operator will have responsibility for patrols to determine if maintenance response is needed.

The physical working environment can be demanding while outside performing public works activities in inclement weather (blizzards, fog, ice etc.). Exposed to hazardous conditions such as in trenches and traffic. Exposed to fumes, odors, noise, toxic gases etc. There is a risk of injury.

2. **Mental Effort**

The work is repetitive. The public and weather will cause some mental strain.
