



JOB DESCRIPTION

Position Title:	Roads Operator
Department:	Roads Department
Reports To:	Roads Supervisor
Location:	Tyendinaga Township Roads Garage – 452 Weese Rd. Shannonville, ON
Date Approved:	April 27, 2022

Position Summary:

Under the supervision of the Roads Supervisor and/or designate, the Roads Operator is responsible for operating equipment and performing functions in the construction, maintenance, and repair services to the Township's roads, lands, buildings, bridges, culverts, drainage, parks, cemeteries and other municipal infrastructure pursuant to the Township's policies and procedures.

Functional Responsibilities:

- Winter maintenance of roads including winter sanding/salting, and snow/ice removal, as required.
- Operation of a variety of heavy equipment such as single/tandem axel plow trucks, dump trucks (with and without attachments), grader, bulldozer, backhoe, front-end loader, tractor, brush cutter, rollers and other job-related equipment to maintain Municipal roads, parks or facilities.
- Hauling of gravel, ditching, loading of trucks at pit.
- Carries out work assignments using a variety of hand and power tools such as chain saws, shovels, rakes, air hammers, jack hammers, water pumps, weed eaters and traffic control devices.
- Conduct patrolling and inspection of roads, parks or facilities. Record findings and report to Manager of Roads and/or Designate.
- Hard and loose top road surface patching, maintenance, and repairs as required. Shoulder and roadside maintenance and repairs, debris removal, sign replacement, installation of barricades, roadside brushing, chipping and grass cutting, tree limbing and tree removal, use of chain saw (course required), traffic control including flagging and directing traffic.
- Maintenance and repair of drains; culvert and catch basin inspections, cleaning, repairs, replacement, implementing erosion control measures, and removing blockages and debris to ensure the level and flow of surface and storm water.

- Performs routine cleaning, greasing and minor mechanical repairs and preventative maintenance of vehicles and equipment; inspect vehicles and equipment to ensure that they are in a mechanically satisfactory condition to be operated safely. Reporting problems or defects to the Roads Supervisor in a timely manner.
- Assist with flagging and traffic control during road construction projects, as trained.
- Performs general, routine housekeeping duties, maintenance of shop (interior and exterior), and other municipally-owned facilities and grounds.
- Maintains accurate and proper records and documentation of vehicle and equipment inspection reports, maintenance logs, road patrols and other road maintenance activities in accordance with the established practices and policies of the Township and the statutes of Ontario, recording defects, hazards, potential problems and anticipated remedial actions and reports to the Roads Supervisor.
- Refers unusual situations to the attention of the Roads Supervisor including unsafe working conditions, road safety concerns, and other public safety issues so that appropriate action can be taken.
- Assists in all aspects of the day-to-day general operations of the Roads Department, working with other municipal employees in a team environment performing general labour on various construction and maintenance projects.
- Operation of a steamer to repair water problems in culverts, requires a propane certificate.
- Ensure compliance of the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures and best practices.
- Continuous training is required to maintain up-to-date knowledge on AODA, Human Rights Code, OHS and Regulations, the Township's Health and Safety Policies and Procedures, Minimum Maintenance Standards (O. Reg. 366/18, as amended), WHMIS, First Aid Training, roads and bridge schooling, as well as other types of training.
- Perform other related tasks and functions as assigned that are required or dictated by the Township's needs relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications

Education and Training

- OSSD (Ontario Secondary School Diploma) or equivalent.
- Mechanical education and experience considered an asset.
- Valid Class 'G' driver's license in good standing required; Class 'DZ' Driver's Licence in good standing is required.
- Minimum one (1) years' experience in road maintenance and equipment operation.
- Standard First Aid and CPR certification in good standing considered an asset.
- Traffic Control training considered an asset.

Knowledge

- Knowledge of Occupational Health and Safety Act.

Skills and Competencies

- Ability to operate varying pieces of equipment for Operational Services operation.
- Attention to detail and mental and visual concentration and alertness to ensure the safety of others.
- Ability to work independently in a safe, effective and efficient manner.
- Must be able to read, write and respond to both verbal and written English communications; keep accurate records.
- Flexible and able to deal with multiple priorities as assigned.
- Interpersonal and public relations skills to deal courteously and effectively with all levels of staff and the general public with the ability to exercise tact, diplomacy and good judgement at all times.
- Must participate in providing a satisfactory Drivers Abstract check.

Effort, Physical Demands and Working Conditions

- Normal workweek – 40 hours; Subject to variable hours of work.
- Performance of duties normally takes place in both indoor and outdoor environments. Outdoor environments are subject to severe inclement weather. Working environment contains some risks or discomforts associated with the operation of heavy equipment which requires additional safety precautions. May be exposed to wet, cold and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. Appropriate personal protective equipment (PPE) must be worn when working with or around hazardous chemicals and/or equipment.
- Required to wear/use various personal protective equipment (PPE) including, but not limited to: Canadian Standards Association (CSA) approved safety boots, cut resistant pants/chaps, gloves, safety eyewear, eye goggles, face shield, face masks, hearing protection and hard hat. May be required to have limited facial hair to accommodate PPE.
- Functional physical condition required to conduct tasks, traverse work sites/environments, occasionally lift heavy objects, and to use tools and equipment that require a high degree of manual dexterity.
- Position involves physical efforts of lifting, pulling, climbing, reaching, operating equipment, sitting, standing, walking, and crouching.
- Position involves attentive listening and both mental and visual concentration.
- Position requires confidentiality in some aspects of the work.

Hours of Work

Usual hours of work are 40 hours per week with one half hour unpaid lunch.

- Summer Road hours (approx. May 1st to Oct 31st) 6:30 a.m. to 5:00 p.m.
- Winter Roads hours (approx. Nov 1st to Apr 30th) 7:30 a.m. to 4:00 p.m.

Must be able to respond to call-outs for the Roads Department, as required. Position is required to occasionally work overtime and unusual hours in order to handle road emergencies and poor weather conditions with the possibility of call-outs after regular hours for maintenance and winter control including nights, weekends and holidays as required. The employee must be able to respond to call-outs after regular hours as established by the Manager of Roads.

Decision Making/Judgement

Work is performed under the direction of the Roads Supervisor or designate. The employee follows established practices to perform generally repetitive duties and work activities; judgement is exercised when using initiative and problem-solving skills when on the job, to operate without direct supervision, when the task has been defined. The employee notifies the Working Roads Supervisor of operational problems or issues, as necessary.

Errors are usually quickly detected and can be corrected. Errors in judgment may reduce the Roads Department’s effectiveness and may increase costs and result in safety hazards, embarrassment to the Township and inconvenience to the public.

Working Relationships:

Contacts within the work unit are primarily with the Manager of Roads, Road Supervisor or designate and co-workers.

1. **With the Manager of Roads and Roads Supervisor or designate** - Receives direction and guidance.
2. **With Co-workers** - Communication for the purpose of sharing information to complete work assignments
3. **With Public** - Provide information while ensuring polite and tactful relations.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete inclusive description.

I have read the job description outlined above and understand the requirements and responsibilities of my job. I understand that this job description may change from time to time depending on business circumstances and that I will be informed of any changes.

Employee Signature

Date

Print Name

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Tyendinaga promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code.