



## Municipality of West Elgin

### Job Description

**Title:** Public Works Operator

**General Supervisor:** Public Works Supervisor

**Department:** Operations & Community Services    **Positions Supervised:** None

**Union Position:** Yes

### Position Summary

Carries out a variety of duties in connection with road maintenance, construction and environmental services including operation and maintenance of equipment, drainage repairs, installation of road signs, surveying, tree removal, traffic control and dealing with the public where necessary.

The Municipality of West Elgin expects all employees to work in an environmentally friendly way in all the tasks that they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government and; to recognize the uniqueness of the individuals they come into contact with, and to treat them with dignity and respect.

### Principal Responsibilities

- Operate equipment, tools and machinery required to maintain road system, including the following:
  - Grader – plowing snow, grading roads, excavating ditches
  - Dump Truck – plowing snow, hauling, and spreading materials including sand, salt and gravel
  - Front End Loader – loading dump trucks with various materials, screening gravel, plowing, and piling snow, stockpiling winter materials
  - Backhoe – trenching, ditching, culvert placement, basin repair
  - Dozer – landfill operations, stripping topsoil, road construction
  - Excavator – ditching, drain repair, landfill operations
  - Tractor – dragging gravel roads, mowing operations
- Assist other operators as required, working in all weather conditions (including extreme hot and cold) and completing standby/call outs on a rotating basis.
- Install and maintain signs (e.g., regulatory, warning, information) under the supervision of Public Works Supervisor or Manager of Operations & Community Services, as per the Ontario Traffic Manual.
- As instructed, post detours and road closures during routine maintenance or emergencies, personally directing traffic where necessary and working with O.P.P., FIRE, other municipal departments, and outside agencies.
- As directed by Public Works Supervisor or Manager of Operations & Community Services, construct road drains including culverts, tiling, catch basins, breakwaters, erosion-control features, and related facilities.

- Where required, load and/or transport gravel from all pits.
- Carry out some aspects of surveying for new and reconstructed roads, obtaining ground elevations, staking job area, measuring ditches and catch basins and submitting results to Public Works Supervisor or Manager of Operations & Community Services
- Check contractor's work for conformity to specifications, reporting problems to Public Works Supervisor or Manager of Operations & Community Services
- Dispose of dead animals found within road allowance.
- As directed by Public Works Supervisor or Manager of Operations & Community Services, respond to emergency calls dealing with the public, OPP, utilities etc. and referring problems to senior staff.
- Maintain daily work diary and vehicle maintenance diary, recording work and equipment maintenance.
- Assist with routine maintenance and small construction projects on municipal buildings including painting, minor electrical and plumbing work, roofing, and carpentry.
- Assist with operations at the Municipal Landfill as directed by Public Works Supervisor or Manager of Operations & Community Services
- Carry out roadside spraying operations (if properly licensed)
- Carry out all other duties as assigned.

### **Working Conditions**

- Based on a 40-hour work week with shift work required during the winter months.
- On call 24 hrs/day for a 7-day period in a rotating schedule with all other operators.
- Exposure to the elements and hazardous conditions.
- Occasional exposure to unpleasant or irate people.
- Some exposure to hazardous materials.

### **Minimum Qualifications**

- Secondary school diploma.
- Class AZ or DZ driver's licence, in good standing.
- Experience in the maintenance and operation of various pieces of equipment including dump truck, backhoe, wheel loader, dozer, excavator, grader, tractor, hydro vac unit, chainsaws and other small tools as required
- An equivalent combination of education and experience.