



JOB DESCRIPTION – Operator 1

Prepared:	July 2023
Department:	Community & Environmental Services
Reports To:	Supervisor, Operations
Supervises:	Directly: None
	Indirectly: None

POSITION SUMMARY

Under the supervision of the Supervisor, Operations, Operator 1 performs the operation, maintenance, and monitoring of roads in compliance with applicable legislation and Township standards.

This position is deemed to be an “Essential Service” in the event of an emergency.

KEY DUTIES and RESPONSIBILITIES

Road Maintenance

1. Performs Public Works operations for year-round road maintenance, construction and infrastructure repairs including but not limited: winter patrol, sanding, salting and snow plowing; traffic control; repair of potholes, road, and entrance culverts; hard top and loose top surface patching and maintenance; and performing manual labour and minor mechanical maintenance as necessary.
2. Completes roadside mowing, brushing, ditching, debris, and litter pick-up.
3. Completes safety device inspection and maintenance including vehicles, signs, and guardrails.
4. Removal of debris, garbage, beaver dams, and dead animals from roadways and ditches.
5. Completes winter operations including snowplowing, snow removal, sanding, culvert thawing and winter patrolling.
6. Completes spring clean-up operations, sweeping winter sand off roads and in areas of excess, repairing lawns and cleaning up snow storage areas.
7. Installs new and replaces damaged/faded road signs.
8. Implements traffic control plans for construction sites and roadside operations in accordance with the Ontario Traffic Manual Book 7 including sign placement and flagging duties.
9. Monitors road conditions and notifies the Supervisor, Operations or takes appropriate action when road conditions are unsafe due to weather or other conditions.
10. Operates loaders, trucks, and small tractors. Operates wheeled backhoe for routine and non-specialized tasks as assigned.

Equipment Maintenance

1. Maintains responsibility for the equipment and materials assigned to them and ensures they are available at the time and location required. Ensures that all acceptable and responsible safety measures are taken to protect personnel, equipment, material, co-workers, themselves and the public from injury and damage.
2. Maintain logbooks, time books, and traffic protection plans. Perform circles checks of vehicles.
3. Conducts preoperational checks on equipment and cleans, lubricates, and fuels equipment.
4. Installs tires, adjusts brakes, changes oils, greases trucks, changes starters and batteries and welds materials.
5. Performs minor repairs such as sharpening or changing blades and fixing leaks.



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Health & Safety

1. Maintains shops in a clean and safe manner, general housekeeping including sweeping floors, cleaning washrooms, and shoveling snow.
2. Ensures compliance with legislation application to scope of work being undertaken including but not limited to:
 - a. Occupational Health and Safety Act
 - b. Municipal Act
 - c. Highway Traffic Act
 - d. Minimum Maintenance Standards
 - e. Ontario Traffic Manual Book 7
 - f. Township Policies and Procedures

Other

1. Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.
2. Provides backup assistance to other staff, as required.
3. Works in a friendly and courteous manner and communicates effectively with co-workers, supervisor, elected officials and the general public.
4. Undertakes special projects and performs other duties as assigned in accordance with departmental or corporate objectives.

EDUCATION, SKILLS and EXPERIENCE

Qualifications

- Ontario Secondary School Diploma or equivalent.
- Minimum of two (2) years' experience in winter sand/salt, snowplows, snow removal and road and roadside maintenance operations. Construction and infrastructure repairs experience is an asset.
- A valid Class "D" Ontario Driver's License with a "Z" air brake endorsement in good standing with a current acceptable Driver's abstract.
- Certificates in traffic control, chain saws and/or chippers, confined space entry, common core municipal pit/quarry workers and surface miners would be considered assets.
- Emergency First Aid and Level "C" CPR certification.
- Excellent interpersonal skills including the ability to work effectively in a team environment and to exhibit courtesy, tact, and diplomacy in dealing with the public, department officials and other members of staff.
- Self-starter, able to complete all tasks independently with minimal supervision.
- Possess the physical ability to perform the essential duties of the job.
- Ability to maintain confidentiality of information is critical.

PHYSICAL and MENTAL DEMANDS

Physical Environment:

- Activities will be split between vehicle and outside work. Extensive and prolonged driving is required.
- Working environment contains some serious risks or discomforts, which require additional safety precautions, i.e.: traffic control, trenching, extreme weather conditions, etc.



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- There is a requirement to wear safety equipment such as gloves, hard hat, steel toe boots, safety glasses, and vests.

Physical Effort:

- Lifting or moving objects 10 to 25 lbs., occurs regularly and there is an occasional requirement to lift or move objects over 50 lbs., such as blades; tires; guardrail posts; signs and structures.
- Driving heavy equipment and vehicles in the performance of daily activities requires sitting for extended periods.
- Standing for extended periods when flagging.
- Manual or physical activities include using gross motor skills; using machinery or equipment that requires controlled movement; operating equipment and maintaining physical balance.
- Occasional requirement for fine finger or precision work; using hand tools that require accurate control and steadiness; and using equipment that requires rapid physical movement and reflexes.

Sensory Demands:

- Visual concentration or alertness is required when operating heavy equipment to ensure the safety of the work crew and the public; inspecting equipment; installing signage, etc.
- Auditory concentration or strain is experienced when listening to heavy equipment for unusual sounds to identify any problems with equipment and when communicating with supervisors and employees in a noisy environment.
- Repetition requiring alertness is experience when driving for extended periods.

Mental Demands:

- Interruptions and lack of control over work pace can occur with equipment breakdown; change in work priorities; staff shortages; and adverse weather conditions such as freezing rain events and white outs.
- Will require dealing with potentially verbally, and physically hostile individuals.

WORKING CONDITIONS

- Ability to work schedule and shifts as stated.
- Will be called into work after or before normal working hours (evenings, night, weekends,) in the event of an emergency, for road closures or for snow removal operations, often during extreme weather events.

CONTACTS

Internal	Internal Staff (frequently)
External	Customers/Public (frequently) Contractors (occasional) Suppliers (limited)
Public Relations	None

REVIEW/APPROVAL

Current Incumbent(s):		Date:	
Department Head:		Date:	



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CAO:		Date:	
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