

***The Municipality of North Perth***  
**PUBLIC WORKS**  
invites applications for the position of  
**Equipment Operator (1 year contract)**

The equipment operator is responsible for a variety of maintenance and repair services including but not limited to roads, sidewalks, signs and drainage. The equipment operator will provide various construction, snow/ice removal, and other services for the safety and convenience of the public. The successful candidate will be responsible for operating a variety of heavy equipment, as well as performing manual labour under all weather conditions. This position is contract – full time and may include weekend on-call duties. Applicant must have a valid DZ license and be capable of operating a snow plow. A copy of the job description is available upon request or online at [www.northperth.ca](http://www.northperth.ca).

Applications are being accepted until **4:30 pm on March 12, 2010**.  
Please forward your resume and cover letter indicating the position that you are applying for to:



Jenn Robinson, Payroll/Benefits Administrator  
330 Wallace Ave. N., Listowel, ON N4W 1L3  
Email: [employment@northperth.ca](mailto:employment@northperth.ca)  
Fax: 519-291-5611

*We thank all who apply, but only those applicants selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purpose of candidate selection.*

**MUNICIPALITY OF NORTH PERTH  
JOB DESCRIPTION**

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Position Title	<b><u>EQUIPMENT OPERATOR</u></b>
Department	<b><u>PUBLIC WORKS</u></b>
Report to Title	<b><u>PUBLIC WORKS FOREMAN</u></b>

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This job description last updated on July 2009.

**Position Details**

**Position Status:** Full Time  
**Pay method:** Hourly  
**Overtime:** After 44 hours in one week

**A – RESPONSIBILITY**

**1. Scope of Position:**

The equipment operator is responsible for a variety of maintenance and repair services including but not limited to roads, sidewalks, signs, drainage, and adjacent property. The equipment operator will provide various construction, snow/ice removal, and other services for the safety and convenience of the public.

**2. Key Responsibilities**

**Program Delivery**

- (a) Responsible for conducting general maintenance functions for roads and Public Works operations.
- (b) Responsible for maintaining roads, streets, sidewalks, and parking lots in good conditions for safe hazard free driving and pedestrian use.
- (c) Maintains good condition of roads, streets, sidewalks and parking lots during winter months by sanding, salting, and snowplowing and patrolling.
- (d) Grades and patches roads.
- (e) Carries out work assignments using a variety of vehicles and heavy equipment, plus hand and power tools. Responsible for the safe and effective use of equipment and selects the correct equipment to perform all jobs.

- (f) Maintains roadsides in good condition. This may include grass cutting duties.
- (g) Repairs and installs all street/traffic signs etc.
- (h) Performs routine maintenance on storm sewers, storm drains, and culverts.
- (i) Performs tree trimming and removal.
- (j) May be required to respond to emergency requests for snow removal.

#### **Human Resources**

- (k) Discuss plans, priorities and work schedules with the Works Foreman, including the most useful equipment for certain jobs.
- (l) Follows health and safety practices in accordance with established procedures.
- (m) Will be called upon to work varying, and sometimes lengthy, work schedules during times of heavy workload.
- (n) Will be available to work overtime and flexible work hours as required to handle Public Works emergencies and poor weather conditions. May be placed on an on call rotating schedule for after hours and weekends to handle Public Works emergencies.

#### **Material, Financial & Information Resources**

- (o) Maintains equipment, vehicles and tools in safe operating condition by following acceptable maintenance servicing schedules according to service manuals. Must complete daily vehicle checks prior to usage.
- (p) Required to keep a daily log of activities.

#### **Other**

- (q) The Equipment Operator also performs the following duties:
  - (i) Any other duties as may be assigned by the Works Foreman
  - (ii) Any other duties as required by law.

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## **B – SKILLS**

**To perform the Equipment Operator’s position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes and all those skills listed below. This may involve taking seminars, courses and reading current publications.**

**The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum education but have compensating work experience.**

**1. Formal Education and Training**

*Minimum degree required:* High School diploma

*Formal training required:* Ability to operate and maintain road construction related equipment. DZ license required.

**2. Work Experience**

Experience in a municipality: None required

Experience in a construction related field: Three years preferred

**3. Decision Making**

The Equipment Operator normally operates under the direct supervision of the Works Foreman. The Equipment Operator will be called upon from time to time to make decisions on his/her own. Judgement will be required during construction and winter maintenance related activities.

**4. Communication**

- Ability to express themselves clearly and concisely orally one on one.
- Ability to present information in a competent manner.

**5. Other Key Skills**

- Good Interpersonal skills
- Acceptable written and oral communication skills.
- Good time management skills.
- A working knowledge of current MOL Health and Safety regulations and knowledge of roles and responsibilities under the Occupational Health and Safety Act.
- Familiarity with Public Works standards and levels of service.
- Manual motor skills are required to operate heavy equipment including a snow plow and grader.
- Manual motor skills are required to perform repairs and maintenance.
- General knowledge of hydraulic, electrical, and mechanical systems.
- General knowledge of the construction industry.
- Physical ability to perform labour on a construction site.
- Clean driver's abstract.

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**C – EFFORT AND WORKING CONDITIONS**

**1. Physical Effort and Environment**

The Equipment Operator workload can be very heavy depending on the season and demand for services. Hours worked will vary considerably. The position is paid hourly with provisions for paid or banked overtime. The Equipment Operator will occasionally have to respond to emergency situations. The physical working environment can be demanding, with many physical hazards. There is a high risk of injury without proper controls. Will be required to work in poor weather conditions.

**2. Mental Effort and Environment**

The mental strain resulting from the work is relatively low.

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*CAO or designate Approval*

**I have reviewed the above job description and agree it is accurate and complete.**

CAO or designate \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Staff Approval*

**I have reviewed the above job description and agree it is accurate and complete.**

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_