

TOWN OF BLIND RIVER

POSITION DESCRIPTION:

EQUIPMENT OPERATOR
BULLDOZER/TRUCK DRIVER
GRADALL/GRADER/BACKHOE/FRONT END
LOADER/TANDEM

REPORTS TO: Public Works Foreman

Position Summary: Equipment Operators are responsible for the safe operation of all heavy duty equipment required to maintain the existing municipal infrastructure. Equipment Operators are responsible to maintain all equipment and to inform the Manager/Foreman of any problems arising out of the normal use of the equipment. Equipment Operators must maintain a DZ operator's license and maintain their license in good standing. In addition, Equipment Operators will participate in the general maintenance program of the municipality as required.

Scope & Accountability: Equipment Operators are responsible to follow all existing purchasing practices as they pertain to petty cash, purchase orders, non-purchase order acquisitions and use of purchase orders.

Responsibility Over: Equipment Operators are responsible to maintain a positive pleasant attitude towards all constituents, staff and visitors to the municipality.

Duties & Responsibilities:

- a) responsible for the safe operation of all equipment while performing normal job tasks.
- b) operate and maintain equipment and vehicles including graders, plows, trucks, backhoe, sanders, bulldozer, loaders, blowers, chain saws, tractors, mowers, packers, etc.
- c) ensure proper maintenance procedures are followed when operating equipment/vehicles.
- d) perform pre-operative inspection and maintenance of all vehicles/equipment prior to and during utilization.

- e) operate/maintain small equipment and attachments such as chain saws, lawn mowers, brushers, plows, buckets, sanders, etc.
- f) perform garbage collection duties (spring clean-up), including operation/maintenance of equipment, removal to landfill site, and fixing garbage bins as required.
- g) operate/maintain all equipment in a safe manner.
- h) repair/sharpen chain saws, mower blades, knives, etc.
- i) participate in summer maintenance program including; painting street lines, buildings, repair road washouts, repair sidewalks, repair fences, street cleaning; clean/thaw catch basins; repair and install street signs and safety device signs, grade roads, build roads, install park equipment as required.
- j) participate in winter maintenance program including plow sidewalks, sand sidewalks, plow roads, prepare for Christmas Season, clean Municipally owned parking areas, snow removal (hauling), snow shoveling around Municipally owned buildings.
- k) provide assistance to other departments/individuals including Municipal Facilities, Municipal Services, water and sewer.
- l) report non-functional street lights, traffic lights, missing and damaged street lights.
- m) maintain a safe work environment by cleaning garage, washing equipment and trucks, cleaning public works yard.
- n) assist mechanic with major repairs to equipment/vehicles.
- o) maintain minimum Class “DZ” license in good standing.
- p) report any unsafe conditions that exist within the municipality to the Manager/Foreman as soon as possible.
- q) assist with water and sewer repairs, as required.
- r) repair/replace broken or bent street signs
- s) follow all existing purchasing practices utilized by the municipality.
- t) participate in the general maintenance program of the municipality, as required including litter/trash collection.

- u) answer telephone, when necessary.
- v) monitor part-time seasonal employees, when necessary.
- w) assist with work/burials at Municipal cemetery, if required.
- x) maintain winter roads.
- y) responsible to be familiar with all safety and emergency procedures, must obtain C.P.R. certificate/St. John's Ambulance certification, first aid.
- z) participation in emergency management may be required outside normal working hours.
- aa) all other related duties as assigned.

Working Conditions

- a) work is primarily directed by the Foreman in accordance with Council's directions and policies.
- b) job duties can sometimes be subject to extreme and unpleasant seasonal temperatures and conditions.
- c) shift work and call outs are required during emergency situations and/or winter operations.

Education/Experience/Skills

Education: Minimum Grade 12 Secondary School Education Diploma; or an acceptable combination of Education and related experience.

Experience: Minimum Five (5) years progressively responsible experience in heavy equipment and truck operation.

Skills: Good heavy equipment operating skills acquired through education and training and experience.
Good working knowledge of Provincial Health and Safety Regulations.