

Job Description

Job Title: Seasonal Operator

Department: Public Works

Division: Transportation

Note to the reader: This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected in the role.

Purpose of the Job

Assist in day-to-day winter operations for transportation division in an effective, efficient, safe and environmentally responsible manner. Monitor municipal roads to provincial minimum standards, conduct repairs, and maintain necessary records. Provide winter control, road and sidewalk maintenance, under the direction of Roads Foreperson.

Key Responsibility 1

Winter Roadway Maintenance

- Assist in day-to-day winter operations for transportation services in an effective, efficient, safe and environmentally responsible manner.
- Monitor municipal roads to provincial standards, conduct repairs, and maintain necessary records.
- Provide winter control and road checks, road and sidewalk maintenance under the direction of Roads Foreperson.
- Operate Departmental equipment as part of regular road maintenance program including snow plow, tractor and trackless.
- Provide minor and routine repairs to departmental equipment under the supervision of the Roads Foreperson.
- To perform other duties as assigned by the Roads Foreperson and/or Supervisor of Operations.

Health and Safety

Responsible, as an employee, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards are in place).
- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly and safe work area.

Education and Qualifications

- Secondary School Diploma or equivalent education and experience.
- Possess a valid DZ license, AZ would be considered an asset.
- Drivers abstract deemed satisfactory by the Municipality.
- Experience as a heavy equipment operator.
- Certification for first aid/CPR, is considered an asset.

Knowledge, Skills, and Equipment

- Knowledge of Ministry of Transportation regulations and minimum maintenance road standards, as well as provincial occupational health and safety standards.
- Effective inter-personal, management, and written and oral communication skills.
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established time lines.
- Proper operation, care and maintenance of departmental equipment and other resources of the Transportation Services Department.

Personal Contacts

Communication with internal and external individuals is regular in this position. Internally, this includes: municipal employees, managers and members of Council. Externally, this includes: the general public, consultants, members of the media, and government representatives.

Working Conditions

Work involves a substantial amount of heavy lifting, carrying, crawling and climbing. Operations continue in all weather, including severe conditions such as freezing roads, blizzards and white outs with poor visibility and slippery conditions. A high degree of mental alertness is required to ensure the safety of self and others as working with heavy equipment, vehicles, unpredictable traffic conditions, tools and hazardous chemicals is required. A flexible schedule is required due to on-call nature of position. This includes emergencies, holidays and weekends.