

The Corporation of the Township of Limerick Job Description

JOB TITLE: Operator

REPORTS TO: Lead Hand & Public Works Supervisor

POSITION SCOPE:

To provide services for The Corporation of the Township of Limerick regarding maintenance and construction of our Municipal infrastructure while ensuring the safety of the public.

REPORTS TO:

Lead Hand and Public Works Supervisor

SUPERVISOR OF:

Not normally responsible for supervising or directing work of other employees. May be asked to fill in as Lead Hand if Lead Hand is away for vacation or extended periods of time.

RESPONSIBILITIES & DUTIES:

- To work under the supervision and direction of the Lead Hand or Supervisor
- To operate all equipment dump truck, snow plow, grader, backhoe and any other equipment as necessary
- To maintain appropriate drivers license with required endorsements
- Must have and maintain a safe driving record
- To conduct general maintenance functions for roads and public works operations such as:
 - Maintaining roads in good condition for safe, hazard free driving
 - Snow plowing and sanding/salting of roads and parking lots and shoveling of walkways
 - Installation and maintenance of culverts
 - Ditching
 - Gravel spreading
 - Grading of roads
 - Road and parking lot sweeping
 - Repairing and installing of street signs, etc.

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- Land fill covering and snow plowing
- Hard top patching
- Maintain equipment, vehicles and tools in safe and clean operating condition and ready for use
- Assist in the maintenance of Township garage and vehicles on a regular basis
- Brushing roadsides as required
- Maintain/ Keep a working daily diary and all other required documentation
- Maintaining landscaping in a healthy, attractive condition
- Maintaining township roadsides, boat launches and other properties
- May be required to respond to emergency requests for snow removal, road washouts, downed trees or any other emergency deemed necessary by Public Works Supervisor
- Discuss plans, priorities and work schedules with lead hand and supervisor
- Notify supervisor as soon as possible if unable to report to work due to illness
- To report any adverse road conditions to the lead hand or supervisor
- Perform any other duties as assigned by lead hand or supervisor

QUALIFICATIONS, SKILLS AND JOB KNOWLEDGE:

- Working knowledge of municipal operations and infrastructure
- Knowledge and understanding of the Occupational Health & Safety Act
- Knowledge of road construction and maintenance activities, and safety procedures
- Knowledge of road maintenance and construction standards, by-laws and other applicable legislation
- Good communication skills with staff and general public
- Relevant licencing and training for safe operation of motor vehicles
- Must attend all required training to increase skills and knowledge

ABILITIES:

- Ability to operate a variety of municipally owned equipment safely and efficiently
- Ability to operate a variety of municipally owned power and tools safely and efficiently
- Ability to report and record any road, equipment, or health and safety deficiencies immediately to his/her lead hand or supervisor
- Ability to follow instructions
- Ability to represent the township in a professional and respectful manner

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- Ability to communicate respectfully with the general public and all municipal staff
- Ability to act as a team player
- Ability to use time efficiently
- Ability to perform manual labour activities as required
- Ability to complete minor equipment repairs and scheduled maintenance/services
- Ability to work without direct supervision

WORKING CONDITIONS:

- Physically fit and able to withstand long periods of standing
- Able to meet physical requirements of the job
- Long periods of sitting/ driving possible
- Work in various types of weather (extreme at times)
- Overtime and weekend work as required
- Work safely in a high traffic environment

I have read and understand this Job Description

Operator Signature

Date