

# **Township of Matachewan**

## **Job Description**

### **Equipment Operator/Labourer**

#### **Scope of Work**

Assistant to personnel in the day-to-day construction, maintenance and upkeep of roads, public edifices and property.

#### **Reporting Relationship**

Reports directly to the Superintendent of Public Works and in his/her absence to the CAO/Clerk-Treasurer or his/her replacement.

#### **Skills and Qualifications**

- \* Must possess a minimum valid Class "G" Drivers' License and a clear abstract (Class D is an asset.)
- \* Grade 12 minimum education requirement, plus a willingness to learn.
- \* Must be in good physical condition and able to handle a shovel and move heavy objects.
- \* Ability to operate and maintain a variety of road equipment including grader, truck, backhoe, etc. (Certification is an asset)
- \* Experience in repair and maintenance of roads, ditches, culverts, water lines, etc.

#### **Duties/Responsibilities**

- \* Capable of working with minimal supervision.
- \* Ability to conform and adhere to time-tabled duties.
- \* Assist with the maintenance and construction of all Township roads, sidewalks and water works, including the following;
  - a) Ensuring the roads are kept up to MTO standards,
  - b) Ensuring the roads and sidewalks are ploughed and sanded as required for public convenience and safety,
  - c) Assist with water turn-ons and turn-offs.
- \* Assist with the repair, installation or replacement of water lines

- \* Assist with general repairs to Town buildings and property
- \* Assist with general repairs, upkeep and operations of Town parks and the cemetery
- \* Responsible for the cleaning of areas in front of municipal public buildings, including walkways, stairs and ramps and ensuring that they are kept free of debris and obstructions.
- \* Ensure that the town, on the whole, is kept clean and free of garbage and debris.
- \* Responsible for grass cutting and field maintenance.
- \* Assist and work with other departments (landfill, custodial, etc.) and agencies.
- \* All other duties as assigned by the Superintendent or CAO/Clerk-Treasurer.

## **Working Conditions**

- \* Usual hours of work are 40 hours per week. Increased hours may occur in the summer months when student supervision is required and in the winter for snow removal, water works repair, etc. Generally considered to be on call 24 hours per day and expected to handle emergency situations. Exposure to the extremes of summer and winter weather is a regular part of the position as are night and occasional weekend work. May have to work in hazardous conditions when repairing water lines.
- \* Noise associated with the operation of heavy equipment (Appropriate ear protection provided where needed).
- \* Physical work (i.e. lifting, carrying) involved.
- \* Operation of power tools and hand equipment involved.

## **Notes**

- \* Must provide own CSA approved footwear (work boots)
- \* Must be courteous towards patrons at all times.
- \* Must adhere to all safety and standard operating procedures, legislation and policy.
- \* Must be able to produce a clean driver's abstract.
- \* Must be able to provide a Criminal background check.

## **Impact of Error:**

Poor roads maintenance or un-maintained equipment could result in increased long-term costs, personal injury, safety hazards and damaged vehicles.