



## **Township of Douro-Dummer Job Description**

**POSITION TITLE:** Equipment Operator  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Manager of Public Works  
**DATE REVISED:** January 2025

### **POSITION SUMMARY**

To provide a variety of maintenance and construction services to Township roads, closed waste sites, parks, transfer station, and municipal facilities.

### **RESPONSIBILITIES**

- Operates grader on shouldering and reshaping ditches, to remove snow and ice from municipal roads and maintain gravel surfaced roads.
- Operates loader, backhoe on small scale ditching and other minor road construction projects, loads granular materials, replaces guiderails, installs fencing.
- Operates other municipal equipment to assist in various road maintenance and construction activities.
- Maintains good road conditions during winter months by sanding and salting roads or sidewalks, snow plowing shoveling as required.
- Conducts general maintenance functions such as patching and roadside brushing, cutting grass, sweeping roads and intersections, sign repair and other maintenance as may be assigned.
- Installs and repairs culverts.
- Operates trucks for aggregate haulage and snow removal ensuring that the vehicle is securely loaded for best use of space, protection and even distribution.
- Fells trees ensuring employee and public safety utilizing chainsaws and other equipment.
- Repairs and installs roads signs.

- Conducts general maintenance at closed waste sites and transfer station.
- Assists in the cleaning and general maintenance of the Township facilities
- Maintains equipment by performing such tasks as washing, cleaning and general maintenance functions such as greasing, changing oil and filters and minor repairs. Maintains proper records of maintenance activities.
- Responsible to adhere to the Occupational Health and Safety Act, the Township Health and Safety Policy and all other departmental policies.
- Performs routine mechanical inspection of vehicles and reports malfunctions or defects.
- Periodically operates traffic counters and has the ability to calibrate and download information from these units.
- Assists with general maintenance of closed landfill sites, parks, and transfer station and municipal facilities.
- Other duties as assigned.

### **WORKING RELATIONSHIPS**

Internal:       Manager of Public Works  
                   Lead Hand & Co-Workers

External:       General Public

### **KNOWLEDGE, TRAINING AND QUALIFICATIONS**

- Grade 12 education or equivalent.
- Three years related experience in road construction and maintenance procedures.
- A knowledge of road construction, maintenance activities and safety procedures are required.
- Expected to use initiative and judgment and to work without direct supervision once tasks have been defined.
- Proven ability to work as part of a cohesive team to accomplish tasks and responsibilities in an efficient and effective manner.
- Ability to use tablets, mobile devices, personal computers and Microsoft Office Software.
- Valid Class “A” driver’s license with “Z” endorsement with a clean driver’s abstract.
- Proven ability to operate a variety of construction and maintenance equipment safely and efficiently.
- Understanding of MTO/CVOR legislation and requirement.
- Ability to complete WHMIS and Accessible Customer Service training.
- Ability to complete flagman training.

- Ability to complete Load securement training.
- Ability to lift up to 22 kg/50 lbs.
- Understanding of Ontario Traffic Manual Book 7 – Traffic Protection.
- Current First Aid Certification.
- Ability to obtain Chainsaw Operator Safety Certificate and Propane Safety Certificate.
- Ability to obtain Surface Miner Common Core Certificate (Basic).
- Successful Criminal Record Check.

## **SKILLS AND COMPETENCIES**

- Good communication skills, proven ability to listen and correspond with the public and effectively communicate with supervisor and co-workers with tact and courtesy;
- Demonstrate excellent customer service skills, including the ability to remain calm in encountering minor conflicts or complaints professionally and respectfully;
- Ability to establish and maintain effective working relationships with the public and other Municipal employees;
- Expected to use a high level of initiative and judgment and to work with limited supervision once tasks have been defined;
- Ability to work extended hours as required.

## **WORKING CONDITIONS**

- Exposure to normal equipment depot environment.
- Exposure to hazards and inclement weather conditions.
- Labour intensive and physically demanding; lifting, carrying, kneeling, climbing, balancing.
- Appropriate personal protective equipment required
- The incumbent may be required to work unusual hours in order to handle emergency and poor weather conditions.

*Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.*

**Reviewed by:**

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**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**CAO**

\_\_\_\_\_  
**Date**