



PUBLIC WORKS LABOUR OPERATOR POSITIONS

The Municipality of South Bruce is seeking two (2) Full Time Labour/Operator Positions. This position will be assigned various tasks according to priorities, plans, capabilities and experience of the operator. As such, they are identified, but not limited to: Truck Driver, Equipment Operator, Tractor Driver, Grader Operator, and Labourer.

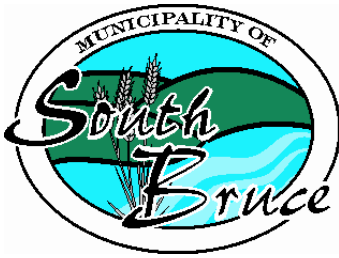
For a full job description, please see below.

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 pm Noon on Thursday October 28, 2021** to:

Rhonda Niesen, Human Resources
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario N0G 2S0

Resumes and cover letters may also be forwarded to rniesen@southbruce.ca

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act, the Municipality is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. If you require accommodation, please indicate in your application to ensure your participation in the recruitment and selection process.



POSITION DESCRIPTION

POSITION TITLE:	Operator - Labourer	
DEPARTMENT:	Public Works	SALARY GROUP: 5
SECTION:	Roads, Parks, Landfill	
REPORTS TO:	Public Works Superintendent and Lead Hand	

POSITION SUMMARY:

Under the general supervision of the Public Works Superintendent and Lead Hand, operates equipment and power tools all while carrying out maintenance activities in the upkeep of the Municipality's road and parks infrastructure.

MAJOR TASKS AND RESPONSIBILITIES:

The Operator - Labourer is assigned various tasks according to priorities, plans, capabilities and experience of the operator. As such, they are identified, but not limited to: Truck Driver, Equipment Operator, Tractor Driver, Grader Operator, Labourer

RESPONSIBILITIES AND DUTIES:

1. Discusses plans, priorities and work schedules with the Public Works Superintendent and Lead Hand, including the most useful equipment for certain jobs – the consultation occurs frequently to promote teamwork with the recognition that the Superintendent must make the final operational decision.
2. Carries out work assignments, using a variety of vehicles and heavy equipment, hand and power tools.
 - responsible for the safe, effective use of equipment and using the correct equipment to perform all jobs.
3. Responsible for roads and public works operations such as, but not limited to:
 - construction projects and paving preparation.
 - maintain roads in good condition for safe, hazard free driving by grading, ditching along road sides, slope trimming, back filling, filling washouts caused by heavy rain and winter breakup.
 - gravel spreading.
 - asphalt patching (hot and cold).
 - clean catch basins.
 - clean streets and bridges.
 - hauling, loading and unloading gravel.

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- removing hazards and dead trees and tree limbs from roadways and areas adjacent to roads.
 - repairs and installs road and street signs.
 - repairs and installs culverts.
 - repairs and installs fencing, guardrails and guideposts.
 - picks up rubbish on the roadside
4. Maintains municipal facilities and landscaping in healthy, attractive condition.
 5. Responsible for snow and ice removal as well as emergency response.
 - snow plowing, sanding, salting, ice removal operations.
 - responds to emergencies (at all hours) e.g. vehicles stuck on roadways, medical emergencies, fires, utility breakdown and clears those roads on a priority basis.
 6. Expected to use initiative and judgement when on the road and is expected to operate without direct supervision when the task has been defined.
 - observes hazards and corrects or reports them to the Lead Hand or Superintendent
 7. Advises the Lead Hand or Superintendent on safety or operational concerns.
 8. Maintains equipment, vehicles and tools in safe, operating condition.
 - follows acceptable maintenance and servicing schedules (oil changes, filters and lubrication, etc.,) according to service manuals.
 - performs repair/replacement work i.e. break set ups, repair/replacement of lights, repair/install truck tarp, minor welding repairs, repairs to grass cutters, chain saws and other power tools.
 9. Responsible for polite, tactful relations with the public.
 10. Responsible for health and safety practices.
 11. Undertakes training in public works methods and the use of special or new equipment.
 12. Operate all municipal equipment as directed by the Superintendent or Lead Hand.
 13. Works with other municipal employees to maintain equipment fleet by cleaning and performing minor servicing duties ie. Washing, waxing, vacuuming, greasing, changing filters and oils
 14. Be available to operate equipment within one-hour notice, 7 days a week during the months of winter control.
 15. Work with other municipal employees to maintain the municipal buildings in a neat and tidy condition.
 16. Performs other related duties as assigned by the Superintendent or Lead Hand.

WORKING CONDITIONS:

Exposure to physical hazards and contrasting weather conditions – blizzards, whiteouts, ice storms, fog, machine heat, unpredictable traffic.

Hours of work: Normal – Monday to Thursday 7:00 a.m. to 4:30 p.m.
Friday 7:00 a.m. to 3:30 p.m.
44 Hours / Week: Overtime after 44 Hours
½ Hour Non-Paid Lunch.
Overtime required to cope with emergencies and during peak periods.

WORKING RELATIONSHIPS:

- a) With Operations Manager, Superintendent, Lead Hand & PW Works Administrator: Receives direction and leadership, discusses problems, recommends improvements.
- b) With Other Staff: Usual courtesy and co-operation.
- c) With the public: Courtesy and tact.

KNOWLEDGE AND SKILL:

- 1) Ability to operate a variety of expensive, sensitive equipment effectively, safely and efficiently.
- 2) Knowledge of equipment and its capability and what it can and can not do – ability to identify operating problems.
- 3) Good judgement – ability to work well with others.
- 4) A minimum of three (3) years experience operating road maintenance equipment.
- 5) Is the holder of a Class "A" or "D" drivers licence with air brakes endorsement.
- 6) Works efficiently with municipal employees, contractors and operators.

IMPACT OF ERROR:

Errors in operation would result in costly delays and the creation of safety and convenience problems for the public as well as costly repairs to equipment, possible injury, possible liability and unfavourable public relations.

CONTROL:

Policies established by Council - uses judgement in operations with supervision from the Superintendent.

EFFECTIVE DATE: August 2001

Updated per 2007 Departmental Reorganization - KR