



Temporary - Public Works Operator/Laborer

The Municipality of South Bruce is looking to temporarily fill a vacancy for Full Time Public Works Operator. A public Works Operator carries out a variety of duties in connection with road maintenance, construction and environmental services including operation and maintenance of equipment, drainage repairs, installation of road signs, surveying, tree removal, traffic control.

This temporary appointment is expected to be completed on November 15, 2026. However, there may be an opportunity to continue employment through the winter season, subject to operational needs and at the Supervisor's discretion.

Qualified applicants are invited to submit a cover letter, resume and references by **12:00 p.m. (Noon) on July 27 2026:**

Laura Kennedy, HR Assistant
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario, N0G 2S0

Applications will be received electronically by emailing the cover letter and resume to:
lkennedy@southbruce.ca in either Word or Adobe format.

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. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted about a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



MUNICIPALITY OF
South Bruce

POSITION TITLE: Operator - Laborer

DEPARTMENT: Public Works SALARY GROUP:
Value Group #5
\$28.14 - \$33.50

GENERAL SUPERVISOR: Public Works Operations Supervisor & Lead Hand

POSITIONS SUPERVISED: N/A

POSITION SUMMARY:

Under the general supervision of the Public Works Operations Supervisor and Lead Hand, equipment and power tools operate all while carrying out maintenance activities in the upkeep of the Municipality's Road and Parks infrastructure.

The Operator – Laborer 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, Laborer.

PRINCIPAL RESPONSIBILITIES:

1. Discuss plan, priorities and work schedules with the Public Works Operations Supervisor and Lead Hand, the consultation occurs frequently to promote teamwork with the recognition that the Operations Supervisor 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 roadsides, 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
 - 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
 - Pick 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
 - Perform patrol duties as assigned, including winter patrol, with other qualified staff, in order to determine maintenance needs, meet Minimum Maintenance Standards and initiate call-out if needed.
6. Expected to use initiative and judgment when on the road and is expected to operate without direct supervision when the task has been identified. Observe hazards and corrects or reports them to the Lead Hand or Operations Supervisor.
 7. Advise the Lead Hand and Operations Supervisor on safety or operational concerns
 8. Maintain equipment, vehicles and tools in safe operating condition
 - Follows acceptable maintenance and servicing schedules (oil changes, filters and lubrication, etc.)
 - Performs repair/replacement work i.e. break set ups, repair/replacement of lights, repair/replacements of lights, repair/install truck tarp, minor welding repairs, repairs to grass cutter, chainsaws 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. Operates all municipal equipment as directed by the Operations Supervisor or Lead Hand
 13. Works with other municipal employees to maintain equipment fleet by cleaning and performing minor servicing duties i.e. 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 Operations Supervisor or Lead Hand

WORKING CONDITIONS:

Exposure to physical hazards and contrasting weather conditions – blizzard whiteout, 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:

- 1) With Operations Manager, Operations Supervisor, Lead Hand & PW Works Administrator: receives direction and leadership, discusses problems, recommends improvements.
- 2) With Other Staff: Usual courtesy and co-operation

- 3) With the Public: Courtesy and tact.

KNOWLEDGE & 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 operations would result in costly delays and the creation of safety and convenience problems for the public as well as costly repairs to equipment possible liability and unfavorable public relations.

CONTROL:

Policies established by Council – uses judgement in operations with supervision from the Operations Supervisor.

Prepared By: CL
Effective Date: August 2001
Updated per 2007 Departmental Reorganization - KR

Approved By: LM