

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

POSITION TITLE:	Heavy Equipment Operator (Seasonal)	
Department:	Public Works	
Reports to (Title)	Public Works Foreman	
Job Description last updated on (Date):	July 6, 2023	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Seasonal, Call Ins
Primary Work Location	Divided between Public Works Shed and Outdoors
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	No guaranteed number of hours, depends on weather events and the needs of the Municipality
Overtime Status (paid/unpaid/rate/after # hours)	Paid after 44 hours/week; Paid on statutory holidays, and emergency call-outs
Benefits:	OMERS? OPTIONAL Group Benefits? NO

GENERAL DESCRIPTION (OVERVIEW) OF POSITION
 The Heavy Equipment Operator provides a variety of construction, maintenance and repair services the roads, sidewalks, signs, trees, municipal drains and other public works operations.

2.	Key Responsibilities
<ul style="list-style-type: none"> i. Operates graders (for grading, snow plowing and ice blading), trucks (single axel and tandem) with snow plow, sander, water tank, and dump attachments, loader, backhoe, sweeper, pickup truck, chain saws, bucket truck, wood chipper and other power and hand tools; ii. Maintains equipment, vehicles and tools in safe operating condition by following acceptable maintenance and servicing schedules; iii. Recommends major repairs and/or replacement to Public Works Foreman; iv. Assists with construction projects, including water main and sanitary sewer as required; v. Hauls, spreads and levels gravel; vi. Spreads calcium and water for effective dust control; vii. Provides proper ditching, grading, shoulder widening, slope trimming, back filling and filling washouts caused by heavy rain and winter break up; viii. Grades and trims ditches; 	

- ix. Maintains pavement – applies cold patching to fill holes in pavement and hot patching for the treatment of cracks and holes;
- x. Repairs, replaces and installs road signs, culverts, catch basins, guardrail posts, and sidewalks;
- xi. Performs routine and winter patrols, keeping in compliance with MMS and makes the appropriate decision to deploy resources;
- xii. On-site supervision of crew/task as delegated by the Foreman;
- xiii. Completion of on-site traffic control plans and ensuring locate sheets are on-site if needed;
- xiv. Repairs road break ups, frost boils and culvert freeze ups;
- xv. Removes snow from urban and built up areas;
- xvi. Clears brush and trees from roadsides during construction and following storms;
- xvii. Removes hazardous and dead trees, limbs, and rubbish from roadsides and adjacent areas;
- xviii. Reports situations that require attention while maintaining roads or carrying out operational duties;
- xix. Maintains weed control, sod repairs, landscaping, and roadside grass mowing;
- xx. Collects and removes garbage from roads and adjacent areas;
- xxi. Responsible for record keeping of winter/routine patrols, completed maintenance jobs and equipment service records;
- xxii. Responds to complaints from the public and if applicable forwards complaints to Public Works Foreman; and
- xxiii. Performs other related duties as assigned.

SECTION A: SKILLS

1.	Knowledge
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)
	<ul style="list-style-type: none"> • Secondary School diploma or equivalent
b)	Formal Training (designation(s) or certification(s)) required:
	<ul style="list-style-type: none"> • Valid DZ drivers license and clean drivers abstract <p>With the following considered an asset:</p> <ul style="list-style-type: none"> • Occupational Health & Safety • WHMIS • OTM Book 7 • Chainsaw Safety Training • Working at Heights Training • Trench Safety & Hazard Awareness Training • Fall Arrest Training • Bucket Truck Operation Training • Surface Minor Training
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.

<ul style="list-style-type: none"> • Minimum of two (2) years experience in construction and operation of heavy equipment. • Must have ability to operate a variety of heavy machinery/construction and maintain equipment safely and efficiently. • Must be competent within the meaning of the Occupational Health & Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality. • Ability to read, maintain and understand construction plans, specifications, and drawings. • Proficiency in use of desktop, tablet, and smart phone, and other office applications such as GIS, email • Must have ability to lift up to 50lbs • Must ensure a high level of confidentiality, integrity and professionalism at all times. 	
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands
Time Management	Work independently and with others.
Communication Skills	Organizational Skills
Technical & Mechanical Skills	Ability to Prioritize Tasks
Problem Solving Skills	Physical Ability – Moderate to Heavy

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
<ul style="list-style-type: none"> • Most decisions are of a simple nature. • Required to make on site decisions in the best interest of the municipality in the absence of the Foreman • This position is not empowered to act without Managerial approval with respect to major/complex issues. 	

3.	Communication – written, verbal and interpersonal
a.	Strong written, verbal and interpersonal skills
a)	Internal contacts (council, managers, non management staff)
CAO, Managers, and non-management staff	
b)	External Contacts (general public, suppliers, government, professionals, boards, etc)
General public, suppliers, contractors	
Nature of the communication:	

- Basic communications

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
	<ul style="list-style-type: none"> • Concentration and attention required at times to operate equipment and machinery safely and effectively • Some complexity to work, analysis and routine problem solving. • Repetition of duties.
2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
	<ul style="list-style-type: none"> • Continuous requirement for moderate physical effort in operating equipment and performing maintenance and repairs • Manual dexterity required for use of tools and equipment • Manual motor skills required to operate heavy equipment • Volume of work can be heavy at times • Physical and mental fatigue due to continuous operation of equipment, for long hours, in poor weather conditions

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
	<ul style="list-style-type: none"> • Performing of duties has an immediate effect on the provision of programs/services. • Some contact with the public.
2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
	<ul style="list-style-type: none"> • Expected to adhere to the policies and procedures as outlined by the Municipality, Occupational Health & Safety • Ability to respect authority, formal and informal
3.	Material & information resources – equipment, property, data records and software, confidentiality

- Responsible for storage, maintenance, and inventory of materials, some hazardous, for the department
- Responsible for reporting unmaintained, potentially dangerous property or equipment that could affect the safety of the public and/or staff.
- Uses all equipment and machinery safely
- Provides input for policies and procedures relating to department

4. Financial Resources – budgets, treasury, accounting and confidentiality

- Works to keep operational costs within scope of Municipal budget

SECTION D: WORKING CONDITIONS

1. Physical surroundings and hazards

- Works is typically performed in an environment with regular exposure to hazards
- Use of hazardous workplace materials and powered and non-powered equipment and tools
- Required to operate equipment and perform manual work in inclement weather conditions such as blizzards, ice storms, fog, extreme heat etc.

2. Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption

- Some contact with the public.
- Frequent interruptions and deadlines
- Hours of work can vary considerably with overtime required to handle public works emergencies and poor weather conditions
- Required to work on weekends and holidays and be available for call-outs from Director of Public Works and Foremen
- Interrupted sleep schedule in winter
- Stress from having to make appropriate decisions during winter patrols.

SECTION E: APPROVAL

Employee Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Name	

Signature	
Date	

Supervisor Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable)	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	