

**THE TOWN OF SPANISH
P O S I T I O N D E S C R I P T I O N**

1. Position Title/Position Level:

Public Works Crew/Equipment Operator

2. Reporting Relationship:

Reports to the Public Works Supervisor

3. Scope of Position/Summary of Duties

Takes directions from Public Works Supervisor to provide a variety of construction, maintenance, repair and emergency response services, to maintain municipal works and adjacent public property in good condition for the safety and convenience of the public.

4. Position Roles and Responsibilities

1. Accepts direction from Public Works Supervisor.
2. Works according to Public Works Standards set by Council policy, Ministry of Transportation, Ministry of Labour and administrative practices.
3. Undertakes various tasks according to plans, priorities and experience.
4. Operates a variety of equipment such as grader, loader, backhoe, etc.
5. Inspects, maintains and performs repair of storm sewer systems, road infrastructure, sidewalks, pot holes, and road shoulders, which may include paving and spreading asphalt.
6. Installs repairs and maintains municipal water and sewer lines and equipment such as pumps and other equipment in municipal lagoons, lift stations and mains.
7. Maintains town hydrants.
8. Maintains municipal lagoons.
9. Maintains equipment, vehicles and tools in safe operating conditions by:
 - following acceptable maintenance and servicing schedules [oil changes, filters, lubrication, etc.] according to service manuals
 - assist in repair/replacement work
 - reports all maintenance issues to Supervisor as soon as they are noticed
10. Sweeps sidewalks and streets as assigned
11. Performs winter control procedures which includes sanding, salting, snow removal
12. Assists in resolving draining issues, felling and chipping of trees, topsoil repair
13. Maintenance of the facilities and grounds
14. Picks up debris, brush, refuse etc. from municipal roads, laneways, parks and sidewalks
15. Performs maintenance on Public Works building and facility grounds, and other municipal buildings and properties as assigned
16. Repairs and installs traffic signs as assigned
17. Works in collaborative manner with employees of other Town of Spanish departments
18. Cut grass on municipal property, vacant lots, roadsides, etc. as assigned
19. Maintains log books as required

5. Knowledge and Skill:

1. Requires valid "DZ" license and experience in operating a variety of expensive, sensitive equipment in a safe, efficient and effective manner
2. Ability to operate a variety of expensive machinery/construction and maintain equipment safely and efficiently
3. High level of mechanical and technical skill acquired through training and municipal experience. Knowledge in the basic operation of water and sewer systems
4. Demonstrated ability to exercise good judgement, initiative, good physical condition

- and ability to cope with stress and communicate effectively with others
5. Ability to work cooperatively and effectively in a team environment as well as independently
 6. Ability to understand and execute oral and written instruction and maintain records as assigned

6. Working Conditions:

1. High exposure to physical hazards, extreme weather conditions and machine heat.
2. Exposed to unpredictable traffic.
3. Occasional exposure to unpleasant or irate people.
4. Shifting priorities and schedules to respond to emergencies.
5. Usual work hours with a minimum of 40 hours a week. Overtime may be required to cope with emergencies during peak periods. Road crew is on call 24 hours a day, 7 days a week during winter standby.

7. Impact of Error:

1. Operational errors could result in costly delays due to equipment breakdown and project delays; could create safety and convenience risks including death, injury, liability, unfavorable public relations.