



**Township of Adelaide Metcalfe
Job Description**

TITLE:	Equipment Operator		
DEPARTMENT:	Public Works		
REPORTS TO:	Public Works Manager		
EFFECTIVE DATE:	July 2020	POSITIONS SUPERVISED:	None

POSITION SUMMARY:

Under the general direction of the Public Works Manager, the Equipment Operator provides a variety of duties in connection with road and sidewalk maintenance and construction; snow and ice removal; equipment and facility maintenance; grass cutting and litter pick-up. This position will assist other departments of the Township when needed including water, wastewater and park activities.

PRINCIPLE RESPONSIBILITIES:

- Provides general maintenance and construction on municipal infrastructure including road, sidewalk, sanitary sewers and drain projects.
- Performs winter activities including snowplowing, sanding, and salting.
- Operates machines and equipment. This includes but is not limited to tandem dump truck, backhoe, grader and tractor. Operates power tools including but not limited to chain saw, power washer and cutoff saw.
- Repairs and installs road signs.
- Performs hard top and loose top surface maintenance.
- Cutting of grass and weeds along roadways, guard rails, etc.
- Maintains fences, builds retaining walls and constructs and maintains bridges and culverts.
- Maintains roadside by trimming trees, cutting brush, picking up litter, etc.
- Inspects and maintains wastewater facility and recreation facilities.
- Maintains vehicles, equipment and tools by following acceptable maintenance and servicing schedules and using commonly accepted practices.



- Assists the Public Works Manager by recommending and reporting major repairs that have been discovered through inspections both on roads and equipment.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate and maintain a variety of heavy and medium equipment, vehicles and machinery used in operations and maintenance functions.
- Knowledge of road construction and maintenance activities and safety procedures.
- Ability to work without direct supervision.
- Interpersonal skills to maintain pleasant and effective relations with co-workers and the general public.
- Knowledge of the Occupational Health and Safety Act.

MINIMUM QUALIFICATIONS:

- Secondary school graduate or equivalent with two (2) years of experience in construction or municipal road works, including snow removal experience.
- Must hold a minimum DZ license and must have a clear Driver's Abstract.
- Chain saw certification.
- Grader and backhoe experience.
- Traffic Control Training.
- First Aid, CPR and WHMIS certification training.

WORKING CONDITIONS:

- Most work is performed outdoors when maintaining and constructing municipal infrastructure or road works operations. Will be required to work in inclement weather conditions. Will be exposed to hazardous conditions or products at times. Personal Protective Equipment will be required to be worn at all times when needed.



TOWNSHIP OF
**Adelaide
Metcalfe**

- Normal work is 40 hours per week, Monday to Friday. Evening and/or weekend work will be required at times. This position is on call for responding to weather related road conditions and emergency requests.