

**POSITION: Equipment Operator – Roads Department**

**REPORTING RELATIONSHIP: Reports to the Roads Superintendent**

**PURPOSE OF POSITION:**

- Safely operate municipally owned heavy equipment.
- Contribute to the ongoing maintenance, repair, and improvement of municipal roads, sidewalks, and parking areas.
- Support the maintenance and improvement of drainage systems, facilities, and other public works assets.

**SCOPE OF POSITION:**

- Safely, effectively, and efficiently operate heavy-duty municipal equipment required to maintain roads, facilities, and related municipal infrastructure.
- Support the Roads Department by operating assigned equipment and completing routine maintenance activities.
- Identify equipment concerns and report operational or safety issues to the Roads Superintendent or Deputy Roads Superintendent in a timely manner.

**RESPONSIBILITIES: (see schedule “A” for further details)**

- Perform assigned municipal roads, drainage, winter control, equipment operation, and public works duties safely, efficiently, and in accordance with municipal policies.
- Maintain equipment, work sites, records, and public service standards under the direction of the Roads Superintendent or designate.

**WORKING CONDITIONS:**

- Summer Hours: 7:00 a.m. to 4:00 p.m. (Monday to Thursday)  
7:00 a.m. to 1:00 p.m. (Friday)  
O/T may be required for construction operations
- Winter Hours: 7:00 a.m. to 3:30 p.m. on rotating shift.  
Start as early as 4:00 a.m.  
Evening shutdown hours will depend on daily start time and weather  
(Federal HoS for commercial operators are observed unless significant weather event is declared.)

**WORKING RELATIONSHIPS:**

- With Roads Superintendent or Designate – Receive work assignments, operational direction, and guidance related to roads maintenance, equipment operation, winter control, and public works activities.
- With Roads Department Staff – Work cooperatively and communicate effectively to complete assigned maintenance, repair, and construction duties safely and efficiently.

- With Other Municipal Staff – Maintain usual cooperation and courtesy when coordinating work that affects municipal facilities, services, or operations.
- With the Public – Maintain a courteous relationship when responding to inquiries or concerns related to roads, traffic, winter maintenance, and public works activities, referring matters to the Roads Superintendent when appropriate.

**KNOWLEDGE AND SKILL**

- Minimum high school diploma or equivalent.
- Minimum of six months of experience in heavy equipment operation.
- Experience excavating or grading near or around underground infrastructure, including water, gas, telephone, or similar utility services, is considered an asset.
- Possess and maintain a valid Class DZ or AZ Ontario Driver's Licence in good standing.
- Ability to understand and follow verbal and written instructions.
- Ability to work extended hours during winter maintenance operations.
- Ability to perform after-hours work as assigned.
- Physical ability to climb and to lift equipment and tools weighing up to 50 pounds.

**IMPACT OF ERROR:**

- Risk of pedestrian, motorist, and co-worker injury or fatality.
- Potential infrastructure and property damage.
- Possible financial and legal liabilities, service disruptions, and loss of public trust.

**CONTROL:**

- Works under the general supervision and direction of the Roads Superintendent.
- Receives day-to-day work assignments, priorities, and operational direction from the Roads Superintendent or designate.
- Exercises care and judgment when operating municipal equipment and performing road maintenance duties in accordance with applicable policies, procedures, and safety requirements.
- Reports equipment concerns, safety issues, and unusual operational matters to the Roads Superintendent in a timely manner.

**SALARY RANGE: 66,950 – 82,400/Annually.**

## **Schedule “A”**

### **Roads Department Responsibilities**

- **General Duties:** Perform assigned duties under the direction of the Roads Superintendent or designate for maintenance, repair, construction support, and related public works duties for drainage, winter control, equipment operation, maintenance, repair, construction support.
- **Equipment Operation:** Safely operate municipal vehicles, heavy equipment, attachments, hand tools, and power tools used in roads, drainage, construction, maintenance, and winter control operations.
- **Road Maintenance:** Maintain gravel and surface-treated roads, shoulders, intersections, turnarounds, parking areas, and roadside areas, including grading, patching, pothole repair, resurfacing support, debris removal, and washout repair.
- **Drainage Work:** Inspect, clean, repair, and maintain ditches, culverts, catch basins, cross drains, stormwater outlets, swales, and related drainage systems to support proper water flow and reduce flooding, erosion, icing, and road deterioration.
- **Winter Control:** Perform snow plowing, sanding, salting, snowbank winging, intersection and turnaround clearing, ice control, winter drainage support, and other winter maintenance duties as directed.
- **Construction and Materials:** Assist with road construction, reconstruction, excavation, granular placement, compaction, shoulder restoration, material hauling, stockpiling, placement, cleanup, and site restoration.
- **Traffic and Roadside Safety:** Set up and maintain traffic control, signs, barricades, cones, road closures, detours, guide rails, delineators, culvert markers, and other roadside safety assets as required.
- **Equipment Care:** Complete inspections, circle checks, cleaning, greasing, minor servicing, attachment changes, and routine equipment care; promptly report defects, damage, unsafe conditions, or repair needs.
- **Records and Reporting:** Maintain required records, including daily work activities, equipment logs, inspection reports, road patrol observations, winter control records, material usage, hazards, incidents, and service concerns.
- **Health, Safety, and Environment:** Perform all duties in accordance with municipal policies, occupational health and safety requirements, safe work practices, traffic control procedures, and environmental protection practices.
- **Communication and Public Service:** Communicate effectively with supervisors, co-workers, contractors, agencies, residents, and the public; refer complaints, claims, service requests, and sensitive matters to the Roads Superintendent or designate.
- **Emergency Response:** Respond when directed to road hazards, flooding, washouts, blocked culverts, downed trees, storm damage, icy conditions, winter events, and other urgent municipal road or drainage matters.
- **Other Duties:** Perform other related duties within the scope of municipal roads, drainage, maintenance, equipment operation, winter control, construction support, and public works operations as assigned.