



## PERFORMANCE MANAGEMENT

<b>Job Description</b>	Machine Operator	Page # 1 of 3
Location: Public Works Garage	Reports To:	Revision date: June 2017
Department: Public Works	<u>Public Works Manager</u>	Salary: Group 3
Approval:	{ } Department Head	
	{ } Supervisor	
	{ } Employee{s}	
	{ } Staff Administration Committee	

### **Position Summary:**

The position of skilled grader/equipment operator provides a variety of construction, maintenance, repair and emergency response services related to Township infrastructure with a focus on public safety and convenience.

### **Qualifications:**

- Equivalent to High School with job related courses in the operation, maintenance and construction of roads.
- One - two years experience in the maintenance of municipal public works infrastructure and operation of equipment, including trucks, backhoe and loader and other miscellaneous equipment.
- D-Z licence mandatory.
- Strong interpersonal and communication skills. Demonstrated ability to work independently.
- Demonstrated excellent safety record, ability to meet physical demands of the position.
- Ability to be on call 24 hours per day combined with a flexibility in hours of work.
- AZ license is considered an asset.

### **Position responsibilities:**

1. Performs the responsibilities of the position within the Legislative and Regulatory standards set out in the applicable Provincial Acts. Performs the responsibilities of the position consistent with the policies of the Township of Greater Madawaska.

2. Maintains municipal roads, ditches, culverts and drains in good repair. Undertakes various tasks using equipment and vehicles according to work assignment and priorities. Assists in road construction and re-construction which may include use of heavy equipment and/or manual labour. Demonstrated ability to exercise good judgement and initiative when performing and carrying out responsibilities. Carries out grading of roadways and shoulders during the summer months.
3. Provide assistance to the Mechanic when requested
4. Provides assistance in maintaining facilities when requested.
5. Performs snow plowing, sanding, salting and ice removal operations. Installs and replaces culverts, removes debris and litter from right of ways, installs roadway signage, repairs, replaces and installs fencing, guardrails and guideposts. Trims and removes trees and brush adjacent to roadways.
6. Ability to identify maintenance problems combined with demonstrated mechanical and technical skills. Provides minor maintenance and repairs to municipal equipment, vehicles and building and property.
7. Performs labour related tasks as directed by the Public Works Manager and Public Works Foreman.
8. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as Legislated under the Ontario Occupational Health and Safety Act.
9. Performs functions pertaining to landfill site operations as required from time to time by the Lead hand or the Public Works Manager.

### **Physical Skill and Effort**

- Requires ability to operate machinery as required
- Requires outside work in all types of weather

### **Decision Making and Judgement**

- Work is performed under the direct supervision of the Public Works Manager or Foreman
- Judgement is exercised in:
  - Prioritizing workload to ensure deadline are met.

### **Interpersonal Skills/Contacts**

- The job requires good interpersonal skills to interact effectively with the general public and deal politely and effectively with other departments.

### **Environment**

- Works primarily in an outdoor environment with a great amount of physical effort.
- Deals with public on an occasional basis.

**Control over Work Schedule**

- Works is subject to scheduled deadlines.
- Incumbent may be required to work in excess of normal hours as directed by the Public Works Manager or Public Works Foreman.
- Could be placed on a 4 day seasonal shift schedule at the direction of the Public Works Manager.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**

\_\_\_\_\_  
**Public Works Manager**                      **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Public Works Employee**                      **Date:** \_\_\_\_\_

\_\_\_\_\_  
**C.A.O. / Clerk**                                      **Date:** \_\_\_\_\_