

# **The Town of Parry Sound - Position Description**

Date: October 4, 2021

## **Position Title:**

Heavy Equipment Operator

## **Reporting Relationship:**

Reports to and works under the direction of the Operations Centre Foreman under the supervision of the Manager of Operations.

## **Purpose of the Position:**

To provide a variety of operational, construction and maintenance services to the Corporation's storm systems, roads, sidewalks, traffic control systems, adjacent public properties, and facilities.

## **Scope of the Position:**

Works within policies and procedures established by Council and directed by the Manager of Operations and the operational guidelines established by the Ministry of Transportation.

## **Responsibilities:**

1. Discusses plans, priorities, and schedules with the Operations Centre Foreman including the most useful equipment and materials to be used for all jobs; creates/changes the plans and schedules in consultation with the Operations Centre Foreman and/or the Manager of Operations.

2. Provides a variety of operational, construction and maintenance services to the Corporation's storm system, roads, sidewalks, traffic control systems, adjacent public properties, and facilities.
3. Carries out work assignments using a variety of vehicles including any vehicles requiring a DZ license, heavy and light equipment, hand and power tools, such as plows, trackless bombardier, forklift, sweeper, loading backhoes, trucks and all powered equipment.
4. Responds to emergencies as required and participates in the on-call rotation.
5. Completes daily inspection reports and records relative to equipment used and undertakes minor repairs and maintenance of assigned equipment.
6. Ensures that a high standard of safety, cleanliness and technical operation is maintained.
7. Ensures that occupational health and safety practices are strictly observed, and that fire prevention practices and regulations are adhered to.
8. Works collaboratively with other departments within the Corporation.
9. Performs such other related duties within the general parameters of this job description as may reasonably be requested by the Manager of Operations or Operations Centre Foreman, which may be amended from time to time.

## **Working Relationship and Contacts:**

1. With the Manager of Operations.

Receives leadership and direction vis-a-vis plans, priorities, and schedules; discusses public works operations and recommends operational changes.

2. With the Operations Centre Foremen.

Receives direction vis-a-vis plans, priorities, and schedules; discusses public works operations and recommends operational changes.

3. With Other Staff.

Exhibits leadership, cooperation, courtesy, and team spirit.

4. With the Public.

Is courteous and aware of public safety at all times; exhibits a positive and helpful attitude.

## **Education, Experience, Knowledge and Skill:**

1. Completion of Grade 12.
2. A minimum of one year experience in roads construction, maintenance, or other related discipline.
3. Valid "DZ" licence.
4. Ability to operate a variety of heavy and light equipment, hand and power tools in a safe, efficient and effective manner.
5. Mechanical skills, construction skills, knowledge of equipment and its capability; ability to identify operating problems.
6. Must be able to work in confined spaces and perform repetitive heavy lifting and turning; some of the duties require the incumbent to be able to fulfill the physical needs of the job.
7. Initiative and judgment; public profile requires good communication and public relations skills.
8. Demonstrated experience working with winter maintenance policies and procedures.
9. Satisfies competent person criteria of OHSA.
10. Willingness to complete course upgrading and certification as may be necessary to meet changing legislative requirements for position responsibilities.

## **Impact of Error:**

Operational errors could result in; costly delays and equipment breakdown; increased risk to employees and the public.

## **Physical Demands:**

Work involves frequent moderate and occasional heavy physical activity.

## **Sensory Demands:**

Work involves frequent intermediate periods of mental/sensory concentration, e.g., while driving and/or plowing.

## **Working Conditions:**

1. Exposure to physical hazards and related stress, including inclement weather, heat, oils, paints, and other chemicals; noise and unpredictable traffic.
2. Work is subject to unusual and unscheduled hours.

## **Control:**

Direct supervision by Operations Centre Foreman under supervision of the Manager of Operations.