

# The Township of Huron-Kinloss

## POSITION DESCRIPTION

<b>Position Title: Public Works Operator</b>			
<b>Reports to:</b>	Lead Hand	<b>Last Revision Date</b>	June 2018
<b>Department:</b>	Public Works	<b>Positions Supervised:</b>	None
<b>Position Status:</b>	Full Time	<b>Job Grade:</b>	
<b>Nature and Scope of Position:</b>			
Operates and maintains a variety of equipment to construct roads and maintain the services provided by the Public Works Department.			
<b>Key Result Areas</b>	<b>Major Responsibilities</b>	<b>Success Indicators</b>	
Delivery of Programs and Services	<ul style="list-style-type: none"> <li>• Snowplowing, sanding, and winter patrolling.</li> <li>• Monitors road and weather conditions and initiates responses.</li> <li>• Inspects roads, bridges, culverts for defects and reports to Lead Hand.</li> <li>• Repairs, cleans and paints bridges, guard rails and posts.</li> <li>• Grades roads to repair road surfaces and grade level, to ensure run off and to repair ditches.</li> <li>• Repairs washouts, removes culvert and bridge obstructions.</li> <li>• Removes trees after storm and performs brushing operations.</li> <li>• Installs road signs and patches pavements.</li> <li>• Assists with street light maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Work assignments are completed in a thorough and timely fashion.</li> <li>• Road maintenance is complete per By-Law 2003-81</li> <li>• Vehicle and equipment maintenance is proactive and up to date.</li> <li>• Minimal resident complaints.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Assists Parks and Recreation staff with a variety of tasks, e.g., moving picnic tables.</li> <li>• Assists local service clubs/business community as required; e.g., banners on light standards, hanging flower baskets, bleacher placement for Fall Fairs).</li> <li>• Performs preventive and routine maintenance on all Township equipment.</li> <li>• Assists trades people with the repair of Township equipment, such as water mains, fire hydrants or downed lines.</li> <li>• Responsible for maintaining the Works Garages in a clean and safe manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfied service clubs and business groups</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.</li> <li>• Provides support and back up to other staff in department as necessary.</li> <li>• Assists in establishing, maintaining and achieving goals, objectives and work plans.</li> <li>• Remains current on and adheres to corporate and departmental policies and procedures.</li> <li>• Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to corporate and departmental policies and procedures.</li> <li>• Successful completion of WHMIS and Health and Safety Training.</li> <li>• Attendance at and completion of all training required by the Township of Huron-Kinloss.</li> </ul>
Public Relations/Customer Service	<ul style="list-style-type: none"> <li>• Demonstrates a strong public service orientation.</li> <li>• Responds promptly to public queries and requests.</li> <li>• Resolves public concerns and complaints or refers to supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Responds to internal and external inquiries in a timely professional manner.</li> </ul>

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Other related duties as assigned.
<b>Qualifications</b>
Education: <ul style="list-style-type: none"><li>• Chain saw licence</li><li>• AZ/DZ Drivers licence</li><li>• Municipal pit &amp; quarry designation</li></ul>
Experience: <ul style="list-style-type: none"><li>• operating heavy equipment, dealing with the public</li></ul>
Skills: <ul style="list-style-type: none"><li>• Mechanical aptitude to perform preventative and routine maintenance</li><li>• Communication skills</li><li>• Ability to work alone or in a team environment</li><li>• Hand eye coordination</li><li>• Mental alertness</li><li>• Quick decision making</li></ul>
<b>Physical Effort &amp; Working Conditions</b>
<ul style="list-style-type: none"><li>• Work is typically performed in an environment with regular exposure to hazards.</li><li>• The mental effort requires a reasonable degree of concentration on a variety of activities.</li><li>• There are many interruptions and deadlines.</li><li>• Problems to be addressed require routine problem solving.</li><li>• Required to interact politely and effectively with the general public.</li><li>• Hours of work can vary with overtime required.</li><li>• Continuous requirement for moderate physical effort in operating equipment and performing maintenance and repairs.</li><li>• Work generally has a moderate risk of injury.</li></ul>

## The Township of Huron-Kinloss

Signatures/Approvals	Signature	Date
Incumbent:		
Department Head:		
Administrator:		

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.