

TOWNSHIP OF LANARK HIGHLANDS

POSITION DESCRIPTION

POSITION DATA

Position Title: Equipment Operator

Reports To: Superintendent Public Works

Revised: December 1, 2004

POSITION SUMMARY

Operates heavy equipment and performs road maintenance and general labour duties.

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent(s)

Date

This position description reflects the duties, responsibilities and requirements of the position.

Supervisor

Date

Chief Administrative Officer

Date

TOWNSHIP OF LANARK HIGHLANDS

Position Description: Equipment Operator

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY ACTIVITIES

1. Conducts daily inspections of heavy equipment prior to use, both to identify and report any potential problems and to correct minor problems (e.g., fuel level, replace windshield wipers, fill windshield washer, replace burnt/broken head/tail lights, change tires, adjusts brakes and performs other minor maintenance tasks if qualified).
2. Operates some or all types of heavy equipment as assigned, including trucks, snow plows, back hoes, loaders, graders etc.
3. Identifies road-related problems as they occur and either takes action to correct the problem or reports more serious problems to the Supervisor.
4. Operates hand and power tools for a variety of labour-related activities, such as brush cutting, installing fencing, clearing floods, thawing out culverts, installing road signs, etc.
5. Cleans, maintains and stores hand and power tools.
6. Cleans and maintains the garage and storerooms, with particular emphasis on health and safety issues.
7. Maintains an incident report register as required and provides data to the Supervisor and/or Superintendent for the preparation of reports.
8. May use or assist in the use of specifically identified explosives for restricted use within the Township.
9. May instruct other staff in specific tasks and may occasionally take charge to complete certain tasks or projects as assigned by Supervisor.
10. Performs occasional other related duties as assigned such as general labour, cutting grass, general building maintenance, etc.

TOWNSHIP OF LANARK HIGHLANDS
Position Description: Equipment Operator

FACTOR DESCRIPTION

1. Knowledge-Education

The work requires the ability to read warning labels, instructions and incident reports and the ability to write notes and record information regarding incidents. Mathematical ability is required to estimate quantities of materials and supplies, make simple calculations and may be required if qualified to take levels.

The work requires a DZ licence and completion of training sessions as required by assigned duties e.g. Ontario Good Roads Courses, Certified Chain Saw Operator, Commercial Vehicle Wheel Service Certificate, Air Brake Adjustment certificate, Propane Handling course and Workplace Hazards and Dangerous Goods course.

May require other courses, licences and certifications to provide a specialized capability throughout the work force e.g. Chain Saw Instructors Certificate, Blasting Course Level II, Survey Course to take levels, AZ license.

The work also requires training and knowledge of certain provisions in various statutes, such as the Environmental Assessment Act, Occupational Health and Safety Act, Highway Traffic Act.

2. Experience

Various degrees of experience is required depending on the difficulty and complexity of the work. Some heavy equipment such as the grader and snow plow may require a season of operation to become fully proficient. Expertise increases over several seasons as the operator becomes more familiar with the roads.

3. Complexity/Problem Solving

Generally speaking, the methods and procedures are clearly established by the Township Roads Department, the Province (e.g., MOT) or by relevant associations (e.g., Ontario Good Roads Association). Internal procedures are established by the Supervisor. The work may require a selection from among available methods. Judgment may be required to decide on the safety of completing tasks, the necessity of going ahead with work and when to call for help or report matters to the supervisor.

Judgment is required when dealing tactfully with property owners who may want to complain about services or request work not provided by the Township.

TOWNSHIP OF LANARK HIGHLANDS

Position Description: Equipment Operator

4. Mental Effort

The work requires concentration on tasks and multiple factors for up to an entire shift when operating equipment such as plows and graders. eg. When plowing and sanding the operator must simultaneously concentrate on equipment operation, controls, gauges, road conditions, road dimensions, sand quantity, drivers and pedestrians who may not be following safe practices, obstacles and speed of vehicle. When operating the grader similar factors are involved as well as maintaining control over precise depth of gravel and grade of road while manoeuvring vehicle in tight turns and adjusting controls to minimize damage to equipment. Concentration is also required when operating all types of equipment and performing tasks where a lapse of concentration could cause injury to self or others.

5. Physical Effort

The work requires long periods of driving and operating heavy equipment in all types of weather while maintaining uncomfortable seating positions. The work also requires bending and crouching to perform duties such as removing beaver dams, shovelling sand, cutting brush from an awkward standing position, manoeuvring a chain saw or cutting blade, painting and other maintenance and general labour tasks.

Heavy lifting, but within safe limits, is a regular requirement of the job, for example, lifting trees off of roadways, manoeuvring equipment out of mud and other locations.

The work requires a high degree of hand/foot/eye coordination to manipulate the controls of heavy equipment such as a grader. This requires precision of application in order to ensure an even depth and distribution of gravel or soil. Speed and rate of production is also a factor.

6. Impact of Decisions

Decisions made when operating equipment such as deciding how to manoeuvre in traffic or deciding how to plow and when sanding is required directly impacts on public safety.

The work requires that extreme care be taken in the operation of heavy equipment so has not to cause a traffic accident, for example, stopping or turning too quickly might result in being hit by an oncoming vehicle or causing the vehicle to swerve into a ditch, or, for example, improper care while operating a snow plow might seriously injure a person who is walking or playing alongside the road. Not following safety procedures when operating equipment, lifting etc. can result in injury to self and others.

TOWNSHIP OF LANARK HIGHLANDS
Position Description: Equipment Operator

Errors may cause damage to expensive heavy equipment, thereby affecting the time within which a job can be completed. These errors can have the effect of drawing upon other resources within the Department, which resources would be better utilized elsewhere.

Improper operation of equipment can also create embarrassment to the Township or can have the effect of causing personal and/or property damage for which the Township might then be liable.

7. Financial Authority

Makes authorized purchases of equipment and supplies and records transactions. Provides input and suggestions regarding major equipment purchases.

8. Supervision

There is no regular supervision; however, the incumbent might be required to demonstrate a task, orient a new employee or train another employee in the performance of a function. May also be required to direct staff when on call in the absence of the Road Supervisor or occasionally when assigned by the Supervisor to lead a specific task.

9. Policies and Procedures

Suggests changes for improvement to procedures or new procedures and methods of work.

10. Contacts – Interpersonal Skills

The incumbent is likely to be the first point of contact with members of the public and ratepayers with complaints or questions about Roads activities in their areas. The work requires courtesy and tact in receiving the information, providing a brief explanation, deciding whether or not to record the incident and deciding whether or not the incident is of a nature which should be reported to the Supervisor. The incumbent is required to maintain composure when dealing with complaints and dealing with unreasonable or verbally abusive members of the public.

11. Work Environment

The work requires the operation of equipment and the conduct of road maintenance in all types of weather. Is exposed to cold, icy roads, blowing snow, limited visibility while plowing and removing snow, extreme cold while clearing debris from roads or conducting minor maintenance and repairs on heavy equipment. Is exposed to high temperatures during the summer while operating equipment and while working on roadsides to clear brush, clear ditches, remove beaver dams, etc.

TOWNSHIP OF LANARK HIGHLANDS
Position Description: Equipment Operator

12. Working Conditions and Pressures

Is regularly exposed to the stress of operating heavy and light equipment which is physically demanding and/or dangerous, requires sustained concentration for long periods of time for up to an entire shift, and the stress of knowing that a single lapse of attention could affect the health and safety of self and others.

Is often required to complete work to deadlines and occasionally deals with the stress of dealing with angry members of the public.