



## Township of East Garafraxa Job Description Seasonal Heavy Equipment Operator

**Reports To:** Director of Public Works and/or Foreperson

**Department:** Public Works

**Positions Supervised:** None

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### **Basic Functions**

To operate tandem trucks with the plow and wing attachments, loader and other heavy equipment in the construction and maintenance of roads and bridges for the Township Road system during the winter control months.

### **Key Responsibilities**

Road maintenance duties as outlined below .

#### **Winter Control:**

- Operate snow maintenance equipment as required including;
- Operate a wheeled loader to load sand and salt on to winter maintenance vehicles and push back snowbanks;
- Operate a pickup truck for winter road patrol on a rotational basis (8-10 weekend patrols a winter season) to identify winter maintenance problems and respond to emergency calls received from the police, utilities and public; provide support for road closures, inspections and clean up after collisions.
- Operate pickup truck for winter road patrol to monitor weather and road conditions and dispatch required maintenance equipment;
- Free drainage ditches and culverts from clogged snow and ice buildup;
- Snow removal; and
- Remove debris and litter from roads (patroller).

#### **Roadside Maintenance:**

- Operation of chain saw for brush, tree removal and for tree trimming;
- Set up signs and act as a flagman for catchbasin cleaning and road repair; and
- Hand ditching, raking and landscaping roadsides.

#### **Paved Roadways:**

- Pothole patching using cold or hot mix asphalt;
- Sweeping gravel from intersection;
- Cold patching and repair; and
- Working on washout repairs.

**Training:**

- Attend safety training as required.

**Other:**

- To perform bridge and culvert maintenance, such as cleaning and repair;
- Ensures that safety devices on municipal roads are properly in place including sign installation and maintenance, guide post repair, etc;
- Maintenance of municipal owned properties, equipment and fleet;
- Perform daily logbook entry, fleet pre-trip inspections and record keeping;
- On a rotating basis, patrols all township roads for winter maintenance problems and responds to emergency calls received from the police, utilities and the public;
- Operates all other township equipment as assigned;
- Assists in routine mechanical repairs and upkeep on township equipment, as directed;
- Culvert & drainage repairs;
- Roadside brushing and vegetation control; and
- Carries out other duties as assigned.

**Skills and Qualifications**

- A minimum of a DZ License and a clean driving abstract is required;
- Experience driving and operating a tandem plow and wing, as well as operating a loader, is considered an asset;
- Availability for shifts and weekends is essential. The position involves a minimum of 40 hours per week and may include an on-call/standby rotation;
- Knowledge of Occupational Health and Safety Act, The Highway Traffic Act, OTM Book 7, is considered an asset; and
- Knowledge of the Minimum Maintenance Standards, Ontario Regulation 239/02 is considered an asset.