



The Township of Dawn-Euphemia requires a

Full-Time & Part-Time Public Works Operator

Under the supervision of the Public Works Superintendent, this position will perform snow removal; maintenance and repair to roads, building, bridges, culverts, drainage, parks, cemeteries and other municipal infrastructure and property. The Township offers a competitive salary and benefits package based on a 40-hour work week (occasional overtime may be required).

Duties will include:

- A variety of construction projects, road maintenance and repair, and related infrastructure and property maintenance.
- Winter maintenance of roads including winter sanding/salting and snow/ice removal.
- Operating heavy equipment which may include graders, backhoes, dump trucks, and tractors and other job-related equipment.

Qualifications:

- Valid DZ license
- Minimum one (1) years' experience in road maintenance and equipment operation
- Must be in good physical condition to operate equipment and perform labour intensive activities
- An equivalent combination of relevant education and experience will be considered.

A copy of the job description is available at www.dawneuphemia.ca – under “Alerts & Notifications”.

Please indicate the preferred position. Resumes will be accepted until **Friday June 3, 2022 @ 12:00 noon,** by Terri Towstuic, Deputy Clerk, Township of Dawn-Euphemia, 4591 Lambton Line, RR4, Dresden, ON N0P 1M0 PH: 519-692-5148 Fax: (519) 692-5511 or email: deputy.clerk@dawneuphemia.on.ca

We thank all applicants for their interest. Only those applicants under consideration will be contacted. The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. The Township of Dawn-Euphemia is an “Equal Opportunity Employer”. The Township will attempt to provide reasonable accommodation for a known disability for an applicant if requested.



TOWNSHIP OF DAWN-EUPHEMIA

POSITION DESCRIPTION

1. Position Title

Public Works Operator

2. Reporting Relationship

Reports directly to the Public Works Superintendent

3. Positions Supervised: None

4. Scope of Position

Under the supervision of the Public Works Superintendent and/or Lead Operator, the employee performs snow/ice removal, along with a variety of construction, maintenance and repair services to roads, lands, buildings, bridges, culverts, drainage, parks, cemeteries and other municipal infrastructure and property relating to Public Works Operations, as determined by established practices and policies of the Township and the statutes of Ontario.

5. Responsibilities

- 5.1 Winter maintenance of roads including winter sanding/salting, and snow/ice removal, as required.
- 5.2 Operation of a variety of heavy equipment such as single/tandem axel plow trucks, dump trucks (with or without attachments), grader, bulldozer, backhoe, front-end loader, tractor; brush cutter, rollers and other job-related equipment.
- 5.3 Carries out work assignments using a variety of hand and power tools such as chain saws, shovels, rakes, air hammers, jack hammers, water pumps, weed eaters and traffic control devices.
- 5.4 Hard and loose top road surface patching, maintenance, and repairs as required. Shoulder and roadside maintenance and repairs, debris removal, sign replacement, installation of barricades, roadside brushing and grasscutting, tree limbing and tree removal, traffic control including flagging and directing traffic.
- 5.5 Maintenance and repair of municipal drains; culvert and catch basin inspections/cleaning/repair/replacement, implementing erosion control measures, and removing blockages and debris to ensure the level and flow of surface and storm water.
- 5.6 Performs routine cleaning, greasing and minor mechanical repairs and preventative maintenance of vehicles and equipment; inspect vehicles and equipment to ensure that they are in a mechanically satisfactory condition to be operated safely. Reporting problems or defects to the Public Works Superintendent in a timely manner.
- 5.7 Performs general, routine housekeeping duties, maintenance of shop (interior and exterior) and other municipally-owned facilities and grounds. Conducts inspections of same.

- 5.8 Assists with the maintenance and repair of the municipal water distribution system.
- 5.9 Maintains accurate and proper records and documentation of vehicle and equipment inspection reports, maintenance logs, road patrols and other road maintenance activities in accordance with the established practices and policies of the Township and the statutes of Ontario, recording defects, hazards, potential problems and anticipated remedial actions and reports to the Public Works Superintendent.
- 5.10 Refers unusual situations to the attention of the Public Works Superintendent including unsafe working conditions, road safety concerns and other public safety issues so that appropriate action can be taken.
- 5.11 Assists in all aspects of the day-to-day general operations of the Public Works Department, working with other municipal employees in a team environment doing general labour on various construction and maintenance projects.
- 5.12 Willingly carries out other job-related duties, as assigned.

6. Health & Safety Responsibilities

- 6.1 Be familiar with and work in compliance with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.2 Take every possible precaution to protect themselves and co-workers from health and safety hazards and unsafe situations. Work in a safe manner with protective devices, measures and procedures, as required by the OHSA and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.3 Ensure work is being carried out with sound judgment and in a safe manner and report unsafe acts, conditions, workplace accidents/incidents, occupational injury or illness, contravention of the Act or regulations, or any hazards they are aware of, to the Public Works Superintendent.

7. Authority of Position

Work is performed under the supervision of the Public Works Superintendent and authority limited to direction given and to operating within established departmental guidelines, policies and procedures.

8. Working Relationship

Contacts within the work unit are primarily with the Public Works Superintendent and co-workers.

8.1 With the Public Works Superintendent

Receives direction and guidance.

8.2 With Co-workers

Communication for the purpose of sharing information to complete work assignments

8.3 With Public

Provide information while ensuring polite and tactful relations.

9. Required Knowledge and Skill

- 9.1 Secondary school graduation diploma or equivalent.
- 9.2 Minimum one (1) years' experience in road maintenance and equipment operation.
- 9.3 Valid current driver's license with a minimum DZ Rating, clean driving record acceptable to the Township's insurance carrier.
- 9.4 Must be able to read, write and respond to both verbal and written English communications; keep accurate records.
- 9.5 Maintain good physical condition to operate most equipment and perform labour intensive activities, as required.

10. Physical Skill and Effort

Good physical condition to operate most equipment and perform laborious activities as required. Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including driving, sitting, standing, lifting, twisting and walking in various environmental conditions depending upon the task being performed; strength to lift and maneuver materials and equipment weighing up to 50 pounds unassisted; vision to read printed materials; and hearing and speech to communicate in person, over a radio or telephone.

11. Working Conditions

Work is typically conducted in an outside environment with exposure to variable weather conditions, sometimes within extreme weather conditions. Work is completed with the requirement to adjust to changing demands during the course of a working day; while maintaining a pleasant, professional and positive demeanor.

Member of the on-call rotation and must be able to respond to call-outs for the Public Works Department, as required. Position is required to occasionally work overtime and unusual hours in order to handle road emergencies and poor weather conditions with the possibility of call-outs after regular hours for maintenance and winter control including nights, weekends and holidays as required. The employee must be able to respond to call-outs after regular hours within ½ hour of being called (or within an acceptable timeframe as established by the Public Works Superintendent). The normal work week is 40 hours.

12. Decision Making/Judgment

Work is performed under the direction of the Public Works Superintendent.

The employee follows established practices to perform generally repetitive duties and work activities; judgement is exercised when using initiative and problem-solving skills when on the job, to operate without direct supervision, when the task has been defined. The employee notifies the Public Works Superintendent of operational problems or issues as necessary.

Errors are usually quickly detected and can be corrected. Errors in judgment may reduce the Public Works Department's effectiveness and may increase costs and result in safety hazards, embarrassment to the Township and inconvenience to the public.