

Equipment Operator

Municipality of East Ferris

Task List

2017-01-03 01:07:30

Summary:	Operates a variety of vehicles and equipment to perform summer and winter road maintenance, landfill maintenance and other PW related duties.		
Location:	East Ferris	Group:	
Department:	Public Works	Family:	
Scenario:	-	Reports To:	
Job Id:	15	Last Update:	2016-12-30

Tasks:

PW Operations

1. Operates vehicles and equipment to perform road and landfill maintenance and other PW related duties
2. Responds to emergency and disaster situations when required.
3. Operates heavy equipment such as plow, dump truck, sander, backhoe and grader.
4. Plows snow and snow and slush removal, sanding and salting of all roads in winter in accordance with the minimum maintenance standard.
5. Conducts winter patrols (3:30 am) in accordance with minimum maintenance standards and completes road logs for the maintenance of PW roads.
6. Operates other equipment such as steamer, small hand tools (chain saw, cut off saw), welder, torches, sweeper packer and power tools.
7. Provides traffic control in accordance with Book 7.
8. Ensures compliance with all applicable municipal standards, policies and provincial regulations to ensure construction safety while providing public safety.
9. Prepares and completes vehicle circle checks in accordance with Schedule 1, maintenance log, record of duty status and reports any deficiencies to PW Foreman.
10. Ensures a high standard of safety, cleanliness and technical operation is maintained in PW garage and in the operation of vehicles, tools and equipment.
11. Loads truck with materials.
12. Installs/removes construction signage within work zone and provides traffic control by flagging or replacing flaggers during break.
13. Replaces and completes driveway culvert installation including road cross culverts if required.
14. Undertakes bridge maintenance including lumber, concrete and construction materials, washing, painting, changing signs and maintenance of deck and approaches.
15. Ensures proper drainage by providing beaver control, dam and debris removal and maintains apparatus to ensure flood prevention.
16. Completes brushing, trimming and tree removal chips trees, loads into trailer, dumps at landfill or controlled open burn.
17. Provides additional grass cutting of intersections, guide rails and at signs.
18. Uses backhoe or grader for minor ditching, culvert inlet and outlet cleaning and loading trucks
19. Drives trucks and dumps materials at landfill site.
20. Cleans storm sewers and road gutters.
21. Picks up debris and litter, removes hazards from roadways such as leaning trees, road kill, accident debris for disposal at landfill site.
22. Completes hardtop maintenance of roads by pothole maintenance in open traffic

PW Operations

23. Uses brush sweeper on all hardtop surfaces after winter to remove sand.
24. Flushes plugged culverts before winter to provide proper drainage.
25. Completes shoulder maintenance
26. Repairs washouts along all roads.
27. Prepares gravel roads for dust control application, completes gravel road maintenance with road shaping to provide proper crown.
28. Shaves high shoulders and berm removal of all roads using backhoe, grader dump truck and traffic control.
29. Maintenance of all signs including regulatory, warning and temporary signs in accordance with the Highway Traffic act
30. Maintenance, replacement and repair of all guide rails including cable tightening, post replacement, anchor inspection, markers and stables including W beams and I posts.
31. Pavement marking, provides directive to contractor upon request and makes minor paint repairs.
32. Provides maintenance of all equipment including greasing, servicing, filters and oil change to provide preventative maintenance in accordance with the Maintenance Statement.
33. Completes carpentry projects, paints, overcoats, welds and other minor repairs of equipment and facilities.
34. Completes monthly inspections, small maintenance of PW garage, yard and/or work sites/buildings, including housekeeping and submits reports to PW Foreman
35. Weekly landfill site operation to move earth material and provide proper coverage of waste. Burns, monitors and extinguishes wood pile. Loads and removes scrap metal to North Bay. Maintains fencing, moves tires and stores electronics in bin.
36. Assists other departments with labour and/or equipment for the removal and installation of floating dock, sweeping parking lots, providing traffic equipment and assistance, winter snow removal, Zamboni, flood and yard maintenance.

Administration

37. Clocks in and out at the beginning and end of shift.
38. Tailgate meeting to schedule work priorities and receive daily tasks.
39. Provides incident and/or accident reports for Supervisor.
40. Prepares and completes maintenance logs, time sheets, daily work schedules and driving records.
41. Maintain inspection records and reports prepared for the maintenance of all equipment and ensure records and reports meet municipal standards, provincial health, fire, safety standards and ensure equipment and facility users are provided with safe vehicles, tools and equipment.

Other

42. Works within different hours of work from eight (8) hour day during regular maintenance, ten (10) hour day during summer construction and standby 24/7 during winter maintenance up to thirteen (13) hours per day.
43. Performs other duties assigned by supervisor.
44. Performs call out duties for winter road maintenance.
45. Complies with all health and safety practices relating to work, standard operating guidelines and the Occupational Health and Safety Act.
46. Complies with all relevant Municipal policies and procedures, including but not limited to the Code of Conduct and Respect in the Workplace policy.

Skills and Knowledge

47. High school diploma (Grade 12) or an acceptable combination of education and directly related work experience.

Skills and Knowledge

48. DZ and/or AZ license.
49. Two (2) years experience as heavy equipment operator.
50. Knowledge of snow school.
51. Knowledge of gravel road maintenance.
52. Ability to operate heavy equipment, drive truck, backhoe and grader.
53. Able to operate steamer, welder and small tools.
54. Knowledge of heavy equipment deficiencies and how to recognize them.
55. Knowledge of Ontario One Call for locates.
56. Knowledge Minimum Maintenance Standard and traffic control-Book 7.
57. Knowledge of health and safety procedures for all heavy and small equipment and construction site policies.
58. Good customer service and oral communication skills for dealing with the public in a courteous tactful manner.
59. Knowledge of truck inspection procedure including circle check and Schedule 1 requirements.
60. Sound understanding of maintenance needs.
61. Ability to identify hazards and provide guidance for the safety of the public and staff.
62. First aid and CPR certification.
63. Good judgement skills.
64. Knowledge of health and safety regulations, procedures and guidelines.
65. Propane handling certificate.
66. WHMIS training.
67. Ability to complete log books for servicing and maintaining equipment.
68. Ability to change blades, brushes on sweepers and sharpen chainsaw.
69. Criminal record check as requested.
70. Valid drivers license and clear drivers abstract.
71. Chain saw certification.