



JOB DESCRIPTION

Public Works Operator Full-Time, Unionized, 6-month contract

PURPOSE:

The Public Works Operator contract position is essential for ensuring that our community's infrastructure is maintained at the highest standards. The ideal candidate will possess a strong work ethic, exceptional teamwork skills, and a commitment to public service. Reporting to the Public Works Manager, the position responsibilities include (but are not limited to) the safe and efficient operation of snow and ice removal equipment, operating Township heavy equipment/vehicles, and using a variety of hand and power tools.

The main hours for this position will be during the day, and will include some overtime, shift work, evenings, and weekends. This is a unionized position with a Collective Agreement between the Township of Norwich and CUPE Local 1589. The start rate of pay will be \$33.45 per hour, as per the Collective Agreement. This position will offer enrollment in a Pension Plan (OMERS). A Criminal Background Check and/or a Driver's Abstract will be required if offered employment.

SKILL AND EFFORT:

Education and Qualifications

- Must possess and maintain a valid class DZ or AZ Ontario Driver's License.
- One (1) year experience including but not limited to the operation of heavy trucks and equipment for the purpose of winter and summer maintenance in Public Works or equivalent is preferred.
- One (1) year experience including but not limited to the maintenance of all road equipment such as changing oil, lubricating, minor repairs, replacing shoes and blades, etc. is an asset.
- Must possess knowledge and understanding of the Occupational Health & Safety Act.
- Ability to perform all physical demands of the job and to work outdoors in inclement weather.



- Must be legally eligible to work in Canada.
- Must have successfully completed Grade 12 education or equivalent.

RESPONSIBILITIES:

- Operate a tandem/or single axle dump truck, tractor mower/loader/backhoe, roller, weed sprayer, grader (when required), highway sweeper, snow blower, asphalt paver, pickup truck, and other miscellaneous power and hand tools.
- Perform roadside maintenance such as mowing grass, weed spraying, trimming/removal of brush and trees, ditching, cleaning of storm sewers, catch basins, culverts, hand patching in addition to paving operations, filling of washouts, repairing, adjusting and installing signs, cleaning curbs and gutters, picking up litter and debris.
- Complete reports, inspection sheet/reports, documents required by the Township and for compliance with the Ontario Minimum Maintenance Standards, the Occupational Health and Safety Act, and other forms of legislation where necessary.
- Perform road surface maintenance such as machine and hand asphalt patching, hauling and spreading granular materials.
- Inspect culverts and perform maintenance such as removing debris, culvert removal, associated ditching, and install new or repaired culverts.
- Perform line striping on roads and highways using hand spray equipment at crosswalks and school crossings.
- Perform winter control operations such as plowing roads to remove snow and ice, sanding and salting roadways, loading sand/salt/snow, and maintaining catch basins, culverts and roadsides for drainage.
- As directed, check, adjust, install and remove safety devices, signs, delineators and guide rails.
- Perform maintenance of all road equipment such as changing oil, lubricating, minor repairs, replacing shoes and blades, cleaning, scraping, sand-blasting and painting.



- Set up safe lane closures and detour routes by placing detour signs and by flagging traffic as directed.
- Clean bridges and paint railings using high pressure spray wash and hand/power cleaning tools and painting equipment.
- Perform maintenance services such as minor repairs and custodial services to Township Public Works buildings.
- Make necessary repairs to Township fences.
- Perform physical work such as lifting, pushing, pulling, and carrying.
- Good working knowledge of road safety practices and required to be a competent worker as defined by the Occupational Health and Safety Act.
- Discuss plans and priorities with Manager – recommend techniques for dealing with maintenance and repair problems
- Perform any other duties as assigned.

WORKING CONDITIONS:

The following conditions below include but are not limited to:

Physical Demands

- This position will include primarily daytime hours, as well as some evenings and weekends, overtime and / or call-ins.
- The employee is regularly required to stand, sit, walk on a wide range of surfaces, use hands or fingers, handle, or feel, reach with arms, climb or balance, stoop, kneel crouch, or crawl, and talk or hear.
- Ability to lift, use manual and powered pneumatic, hydraulic, gas and electric powered tools and equipment.

Environmental Conditions

- This position involves all weather conditions ranging from very cold to hot and humid.



- The employee may be exposed to unpleasant sights and smells.

Mental Demands

- This position must be able to complete tasks in a timely manner.
- All Public Works staff must be able to effectively interact with the public and their co-workers in a courteous and respectful manner.
- The employee must be able to exercise judgment when working without direct supervision once the task has been outlined.
- Notify the Lead Hand(s), or Manager of Public Works, of any operational problems or issues, and ensure work is carried out to quality standards established by the Township of Norwich.