

## Township of Otonabee-South Monaghan

### Job Description

<b>Position:</b> Truck Driver/Heavy Equipment Operator	Page 1 of 2
<b>Reports To:</b> Department Head: Director of Public Works	As at April 29, 2025
<b>This Job Description is:</b> <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Rescinded	

**Job Summary:**

To provide a variety of construction, maintenance and repair services to the municipal road network. The Truck Driver/Heavy Equipment Operator operates various vehicles within the municipal fleet, including tandem trucks, backhoe and front-end loader, brusher, chipper, chainsaw in order to provide a variety of services including winter control and road maintenance throughout the township.

**Reports to:** Director of Operations and Foreperson

**Duties and Responsibilities:**

Responsible for conducting general maintenance functions for roads and Public Works operations such as:

- Construction projects and paving preparation, flagging
- Maintaining roads in accordance with the Minimum Maintenance Standards and OSM's Level Of Service Standard.
- Installing cross culverts, regravelling roads, brushing, ditching and tree removal.
- Repairing and installing street signs, etc.
- Cleaning debris on municipal properties, waste sites when required and municipal roads
- Maintains good road conditions during winter months by sanding and salting roads; snow ploughing including wing back operations and snow removal.
- Operates loader, backhoe, tandem plow truck, brusher, excavator.
- Operates tractors for cutting grass and weeds, sweeping roadways and intersections.
- Conducts general maintenance functions for road repairs and construction projects.
- Operates trucks for water and aggregate haulage.
- Follows all CVOR regulations and requirements.

**Equipment Maintenance / Record Keeping:**

- Performs daily mechanical inspection of truck and tractor and reports malfunctions or defects to the Chief Mechanic and/or Supervisor; includes maintenance of vehicle log book. Maintains equipment by performing such tasks as cleaning, replacing blades, greasing and changing filters. Maintains daily activities log book.

**Material Resources**

- Carries out work assignments using a variety of hand and power tools. Responsible for the safe and effective use of equipment and selects the correct equipment to perform all jobs.
- Maintains equipment and tools in safe operating condition.

## **Skill & Competency**

### Knowledge & Aptitude

Ability to understand verbal and written instruction from the Working Foreman and/or Director.

- Ability to operate a variety of maintenance equipment safely and efficiently
- Knowledge of road construction and maintenance activities, and safety procedures
- Knowledge of road maintenance and construction standards, by-laws and other applicable legislation.
- Verbal communication skills to obtain and give information to Foreman, employees in the Public Works Department and occasionally to the general public.
- Written communication skills to properly maintain daily activities, and vehicle logs.
- DZ Driver's license and clean driver's abstract is required.

### Physical Skill

- Excellent physical condition with ability to handle physical demands and operate required tools.

### Decision Making and Judgement

- Work is performed under the direct supervision of the Working Foreman and/or Director. Access is also available to established policies and procedures for the municipality.
- Working without supervision once the task has been outlined by Working Foreman and/or Director;
- Notifying Working Foreman and/or Director or operational problems or issues as necessary;
- Ensuring that work activity is carried out according to quality standards established by Working Foreman and/or Director.

### **Interpersonal Skills / Contacts**

- Interpersonal skills to work with co-workers and provide information to the public.

**Internal:** With other co-workers for the purpose of sharing information to complete work assignments.

**External:** With the public to provide information, ensuring polite, tactful relations

### **Working Conditions:**

#### 1. Environment

- Exposed to physical hazards and inclement weather conditions such as blizzards, white-outs, ice storms, fog, heat, etc.

#### 2. Control over Work Schedule

- Works overtime and unusual hours as required handling public works emergencies and poor weather conditions.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.

Job Description to be reviewed on an annual basis by Employee and Director of Operations and/or CAO

Comments: \_\_\_\_\_

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Employee

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Director of Operations or CAO

Date Reviewed: \_\_\_\_\_