

TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

JOB DESCRIPTION MANUAL

POSITION: GRADER/HEAVY EQUIPMENT OPERATOR	PAGE: 1 OF 4
REPORTS TO: Department Head Director of Public Works Supervisor Working Foreman	DATE: November 5, 2024
THIS JOB DESCRIPTION IS: REVISED AS OF September 4, 2024	NEW: EXISTING: REVISED: X RESCINDED:

JOB SUMMARY:

Under the direction supervision of the Director of Public Works and day-to-day work direction from the Working Foreman, the Grader/Heavy Equipment Operator operates the grader and other heavy equipment to provide a variety of services including road maintenance, road construction and winter control.

DUTIES AND RESPONSIBILITIES:

45% Gravel Road Maintenance:

1. Operate grader to maintain gravel surfaced roads.
2. Operate grader on shouldering, deberming and reshaping ditches as well as maintenance of easements
3. Spring grading in conjunction with the application of dust suppression.
4. Final grading for application of surface treatment or hard surface equivalent.

40% Road Allowance Maintenance:

1. Perform Truck Driver and Labourer duties as required.
2. Operate chainsaws, chipper, steamer and other equipment for various maintenance activities.
3. Roadside brushing and tree removal.
4. Installation of cross culverts and entrance culverts.
5. Cold patching and hot mix patching.

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6. Operate other heavy equipment such as but not limited to backhoe, excavator, loader and roadside power unit as required.

15% Equipment Maintenance/Record Keeping:

1. Performing daily safety and maintenance pre-trip maintenance.
2. Perform routine mechanical inspection of grader, report malfunctions, equipment breakdowns, maintenance problems or defects to Chief Mechanic and/or Supervisor. Maintains vehicle log and daily activities book.
3. Maintain equipment by performing such tasks as washing, cleaning, replacing blades, greasing and oil changes and filters.
4. Ensuring that the equipment is safely and securely stored when not in use.
5. Advise the Director of any delays, unsafe situations, or accidents

SUPERVISION:

Position does not supervise the work of others.

Job Specifications:

- ❖ Grade 12 education and three (3) years related experience
- ❖ Valid Class "D" licence with a "Z" endorsement
- ❖ Experience to safely and professionally operating heavy equipment
- ❖ Ability to obtain Chainsaw Operator Safety Certificate and Propane Safety Certificate

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- ❖ Ability to complete WHIMIS training
- ❖ Required to often work without direct supervision once specific task or project has been defined.

Working Conditions:

- ❖ Requires excellent physical condition with ability to handle physical effort and exertion.
- ❖ Physical requirements include: standing, walking, bending, sitting when driving, routinely lifting up to 100 lbs/45 kgs with assistance, getting in and out of a cab of a vehicle. Proper PPE is provided and shall be worn at all times.
- ❖ Good depth perception and hand-eye co-ordination are requirements of the job.
- ❖ Use of hands, finger dexterity for manipulating the controls while operating equipment is required.
- ❖ Exposure to inclement weather conditions.
- ❖ Required to work overtime and unusual hours to handle emergency and poor weather conditions.
- ❖ Required to wear appropriate personal protective equipment.

Key Competencies:

- ❖ Knowledge and ability to operate a variety of heavy equipment in a safe manner over a variety of terrain, road condition and weather.
- ❖ Ability to understand grades/elevations for road construction including shoulder restoration and ditching.
- ❖ General knowledge of road construction, maintenance and safety activities is required.
- ❖ Ability to understand verbal and written instruction from the Supervisor

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- ❖ Good English verbal communication skills that allow for clear communication and information exchange to Supervisor, public works employees and occasionally the general public.
- ❖ Ability to perform all job functions required in a safe manner to avoid personal injury, injury to others and equipment or property damage.
- ❖ Being accountable for own actions, punctual and organized on the job, ensuring that work is conducted at a steady and efficient pace.
- ❖ Ability to maintain attention to detail.
- ❖ Accountable for proper maintenance of equipment and road.
- ❖ Ability to establish and maintain respectful relationships with others, and to manage conflicts that may arise in a respectful, inclusive and calm manner, ensuring a positive attitude is employed in day-to-day operations.
- ❖ Written communication skills to properly maintain daily activities, and vehicle logs.