

June 26, 2002

**Town of South Bruce Peninsula
Public Works Department
Job Description**

Title: Heavy Equipment Operator
Department: Public Works
Location: Town of South Bruce Peninsula
Reports To: Operation Supervisor

Summary: Operates heavy equipment and provides manual labour to maintain roadways, sidewalks, sanitary sewers, storm sewers, water mains and other Town owned structures or facilities

Qualifications: Must possess a valid Ontario D/Z licence

Tasks:

Roads Maintenance

1. Sweeps, plows, sands and salts road and sidewalk surfaces
2. Cold patches potholes, spray patching, repairs settlements, hot mix, etc.
3. Repairs and replaces road signage and other equipment traffic control devices
4. Excavate and/or backfill road bases
5. Operates snow blowers and street sweepers to maintain roads
6. Sets up construction work zones for traffic control and controls traffic
7. Inspects and repairs guardrails
8. Hand digging for the purposes of small excavation or working near utilities

Night Patrol

9. Works a midnight to 8:00 am night patrol shift for the purposes of snow plow call outs from November 1 to March 31

Equipment Operation

10. Drives a truck to plow snow, remove snow and sand and salt road surfaces
11. Works a midnight to 8:00 am night patrol shift from November 1 to March 31
12. Drives trucks to haul a variety of materials such as gravel, sand and rocks

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Equipment Operation (cont'd)

13. Drives a truck to pick up garbage
14. Operates a backhoe to build trenches, excavate for water mains and sewers, repair drainage tiles and fire hydrants and load trucks
15. Operates compactors to pack materials such as garbage and road building materials
16. Operates front end loaders to load dump trucks, dump garbage, construct roads and remove snow
17. Cleans sanitary sewers with high-pressure water and cleans sand from storm sewers and sanitary sewers with a high volume vacuum
18. Operates a chipper to remove trees and brush
19. Operates chain saws to cut down trees and clear brush and stumps
20. Uses a variety of tools such as electrical tools, compressed air tools, gas powered tools, manual tools and hydraulic tools to effect repairs in a variety of public areas
21. Operates street sweeper/flusher/catch basin cleaner

Public Area Maintenance

22. Cuts trees and blocks tree stumps
23. Installs and removes docks
24. Installs and removes Christmas decorations
25. Cuts and trims grass
26. Picks up litter and garbage
27. Preventative maintenance on bridges and culverts, clears blockages
28. Paints a variety of surfaces
29. Cleans up spills of a variety of materials, including hazardous materials. Would have proper safety equipment and/or training prior to work around hazardous materials
30. Clears snow from sidewalks
31. Cleans catch basins
32. Repairs sod damage in the spring
33. Exposes and marks fire hydrants during the winter months to ensure easy access
34. Assists other departments such as Parks and Recreation with a variety of tasks such as moving picnic tables, setting up or taking down equipment for special events, etc.

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Cemeteries

- 35. Inspects graves for safety and takes corrective actions which may include the lifting of sod and building up of top soil
- 36. Locates, marks and digs burial plots
- 37. Hand digs foundation and cremation holes
- 38. Installs foundations
- 39. Sets up trailers to receive soil and moves soil from burial locations to holding areas
- 40. Operates a backhoe to dig graves
- 41. Seeds, sods and landscapes grounds (areas outside cemetery also)

Water and Sewer Repairs

- 42. Hand digging trenches where required
- 43. Installs, repairs and maintains storm and sanitary sewers
- 44. Assists with repairs and maintenance of water main valves and fire hydrants

Customer Service

- 45. Responds to public enquiries, giving out information, resolving issues and turning negative situations into positive ones
- 46. Ensures the safety of members of the public around work areas
- 47. Responds to emergency callouts and operates equipment to ensure public places are repaired and maintained in a clean, safe and useable manner

Equipment Maintenance

- 48. Conducts circle checks of equipment to ensure optimum operation. This includes checking lights, wipers, fluid levels and tire pressure
- 49. Conducts pre-operational checks on equipment and cleans, lubricates and fuels equipment
- 50. Remove and mount wheels on vehicle

Other

- 1. Maintains the shop in a clean and safe manner, sweeping floors and shoveling snow
- 2. Performs minor repairs such as sharpening or changing blades
- 3. Removes and installs wings and ploughs
- 4. Complies with Town of South Bruce Peninsula policies and procedures.
- 5. Performs other tasks as assigned by management