

**Job Posting: #2019-26**

**Job Title: Equipment Operator, Transportation & Fleet Services**

Department: Infrastructure Services

Reports To: Foreperson, Transportation & Fleet Services

Status: Temporary/Seasonal (November 2019 to April 2020)

Hours per Week: 40

Number of Positions: Up to 3 positions

Hourly Rate: \$23.16 to \$28.15

**Application Due Date: Friday September 6, 2019**

### Position Summary

This position performs general day to day duties for Transportation & Fleet Services which includes roads and equipment maintenance, operating light and heavy equipment and following all safety procedures, legislation, municipal policies and procedures.

### Role Specific Duties and Responsibilities

1. Operate single or tandem trucks with or without attachments such as, salt and sand spreader, snow plow equipment, 2 or 4 wheel drive front-end loader, 2 and 4 wheel drive rubber tired backhoe, motor grader, street sweeper, tractor and attachments such as mower, front-mounted rotary broom, posthole auger, self-propelled roller and pickup truck.
2. Operate small equipment and hand tools such as, but not limited to, chainsaw, truck jacks, air compressor and attachments, steam jenny, posthole auger, weed eaters, grinder, portable compactors, portable water pumps and wood chipper.
3. Perform roads and equipment operations and maintenance which includes but not limited to:
  - a) winter control which includes snow plowing and removal, sanding and salting of roads and sidewalks, and ice blading;
  - b) patching and filling of hard top surfacing;
  - c) general maintenance repair on roads and shoulders including hauling and spreading of aggregate materials including dust suppressants, and assisting contractors on municipal projects;
  - d) repair, replace or install signs;
  - e) maintaining and/or replacing culverts; and
  - f) conducting roadway inspections and documentation relative to the job.
4. Perform maintenance and repairs on vehicles, machinery and equipment.
5. Required to assume stand-by and/or on-call duties on a rotating schedule to implement appropriate action in accordance with established policies and procedures during off-hours.
6. Demonstrate professionalism at all times and work in a courteous, friendly and efficient manner to promote a high standard of public relations that align with the Municipality's Standards of Conduct.

## General Duties and Accountabilities

1. Maintains a high degree of confidentiality and security of information at all times.
2. Perform other duties as may be assigned in accordance with department and corporate objectives.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

## Required Certifications and/or Health and Safety Requirements

1. Valid Ontario Class "D" Driver's Licence and "Z" endorsement in good standing.
2. Valid First Aid and CPR Certification.
3. Traffic control certification, chain saw and/or Chipper certification, confined space entry certification, working at heights, heavy equipment certification.
4. Common core municipal pit/quarry workers and surface miners certification would be considered assets.

## Education, Skills and Experience

1. OSSD preferred with courses in T.J. Mahoney Road School and/or C.S. Anderson Road School preferred
2. Minimum 3 years' current related experience or an equivalent combination.
3. Proven ability to work independently or as a team member, and to perform light and heavy lifting.
4. Basic computer skills involving data entry / inquiry using corporate-standard software and department, division or task specific software.
5. Proven ability to operate single or tandem trucks with attachments such as salt and sand spreader, snow plow equipment, 2 or 4 wheel drive front-end loader, 2 and 4 wheel drive rubber tired backhoe, motor grader, street sweeper, tractor and attachments such as mower, front-mounted rotary broom, posthole auger, self-propelled roller, pickup truck, small equipment and hand tools such as, but not limited to, chainsaw, truck jacks, air compressor and attachments, steam jenny, posthole auger, weed eaters, grinder, portable compactors, portable water pumps, portable hand sprayer, wood chipper.
6. Thorough working knowledge of construction, roads maintenance and operations, traffic control procedures, equipment maintenance and operation, MOE and MTO Regulations/Guidelines and relevant legislation.
7. Working knowledge of Microsoft Windows and Office applications including Excel.
8. Ability to read maps and interpret construction drawings and plans.

9. Excellent skills in public relations, customer service, communication, analytical, and problem-solving to deal effectively and courteously in all aspects of the position.
10. Available for emergency, on-call, after-hours responses and the ability to quickly access, take control and respond to emergency situations.

### Physical Demands and Working Conditions

- Physical demand requires standing, sitting and walking on construction sites and visual attention for health and safety compliance, crew safety and personal safety on job sites. Physical dexterity required for walking, bending and minimal lifting as required.
- Working conditions are subject to exposure to inclement weather conditions, mud, dirt, noise and exposure to public criticism/abuse conducted at construction work sites.
- Normal hours of work are 40 hours per week and available for overtime hours, when necessary. Availability or provision for 'on call' response which requires carrying a paging device (24/7 operation) as scheduled.

### Contacts and Interactions

- Communicates with staff, contractors and trades and the general public.

### Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2019-26 by Friday September 6, 2019 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources  
Municipality of Meaford  
21 Trowbridge Street West  
Meaford, ON N4L 1A1

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).