



**Job Posting: #2024-20**

**Job Title: Parks & Equipment Operator**

Department: Operations

Reports To: Lead Hand, Parks & Recreation Services (Summer); Foreperson, Transportation & Fleet Services (Winter)

Directly Supervises: None.

Standard Hours: 40

Salary Range: \$52,728.46 - \$65,125.33

**Application Due Date: Open until filled.**

### Position Summary

This position performs operational and maintenance duties for Parks & Recreation Services during the summer season, and roads and equipment operations and maintenance for the Transportation and Fleet Services division in the winter season.

This dual role will report to separate divisions on a seasonal basis.

In the spring and summer, the Facility & Equipment Operator will work under the Lead Hand, Parks & Recreation services to provide services between municipal cemeteries/parks and the Meaford & St. Vincent Community Centre, which includes preventative maintenance and performing municipal park maintenance.

In the fall and winter months, the Facility & Equipment Operator will work under the Foreperson, Transportation & Fleet Services. This position is responsible for performing the day-to-day general operations of Transportation & Fleet Services which includes roads and equipment operations and maintenance, operating light and heavy equipment, and following all safety procedures, legislation and municipal policies and procedures.

### Role Specific Duties and Responsibilities

Municipal Cemeteries & Parks Services (Spring/Summer):

1. Assist with daily operations and maintenance of the municipal cemeteries. Assist with maintaining the cemetery records which include maintaining and updating cemetery maps and owner/internment records; preparing monument foundation records; maintaining health and safety records. Perform interment services which include assisting funeral homes/family members in burial process, opening/dressing/closing graves, leading funeral processions to grave sites, and providing contingency plans for winter burials; perform digging of double depth graves to square up sides of excavated graves which involves descending 7 feet.
2. Operate tractor, backhoe, small equipment and hand tools such as, but not limited to, chainsaw, weed eaters, grass cutting equipment, chainsaw, snow blower; perform, and/or arrange for major.
3. Assist in maintaining and monitoring the condition and safety aspects of playground equipment through regular inspections.

4. Perform minor carpentry and woodworking maintenance and repairs; general property maintenance; and maintenance and repairs on vehicles, machinery and equipment.
5. Operate front-end loader, rubber tired backhoe, tractor and attachments such as mower, pick-up truck; operate small equipment and hand tools such as, but not limited to, chainsaw, snow blower, truck jacks, air compressor and attachments, steam jenny, weed eaters, grinder, scythe, portable compactors, portable water pumps, portable hand sprayer, wood chipper and splitter.
6. Complete accident reports, notifying supervisor of same; contact appropriate emergency services as required.
7. Perform all grass cutting and general care and maintenance of municipal parks & cemeteries.
8. Assist with the operation and monitoring of municipal facilities as required including the Meaford Community Centre & Arena; performs facility maintenance as assigned (including painting, minor repairs); monitors facility usage and programming as required.

#### Equipment Operator (Fall/Winter):

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, 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, 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.

### General Duties and Accountabilities

- Provides and maintains a high degree of confidentiality and security of information at all times.
- 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.
- Perform other duties as may be assigned in accordance with department and corporate objectives.

### Required Certifications and/or Health and Safety Requirements

1. Possess valid Ontario class "D" Driver's License and "Z" endorsement in good standing.
2. Valid First Aid and CPR Certification.
3. Thorough knowledge of Occupational Health and Safety Act (OHSA); and employee relations principles and practices.
4. Traffic control certification, working at heights, heavy equipment certification preferred.

### Education, Skills and Experience

1. OSSGD, or equivalent, combined with one 1 year of relevant experience.
2. Minimum 3 years' current related experience or an equivalent combination.
3. Possess minor carpentry and woodworking skills; and general equipment maintenance and repair skills.
4. 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.
5. Thorough knowledge of WHMIS, equipment operation and maintenance, small hand held tools, tractors, backhoes, grass cutting equipment; and employee relations principles and practices.
6. Working knowledge of Microsoft Windows and Office applications, cemetery software systems, and office equipment.

7. Ability to demonstrate tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature, and to maintain confidentiality.
8. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.
9. Available for emergency, on-call, and after-hours response and to quickly access, take control and respond to emergency situations.

### Physical Demands and Working Conditions

- Physical demand requires standing, sitting and walking, and visual attention for health and safety compliance, crew safety and personal safety at work location. Physical dexterity required for walking, bending and minimal lifting as required. Exposure to ammonia, and alternate cleaning chemicals will be encountered.
- Working conditions are subject to exposure to inclement weather conditions, mud, dirt, noise; and exposure to public criticism/abuse throughout daily operation.
- Normal hours of work are 40 hours per week, with availability for overtime hours, when necessary. Availability or provision for 'on call' response which requires carrying paging device (24/7 operation) as scheduled.

### Contacts and Interactions

- Communicates regularly with municipal staff, community organizations, volunteers, contractors and general public.

### Applicant Information

This posting will remain open until filled. Interested applicants are invited to forward their cover letter and resume quoting Job #2024-20 to:

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

Attention: Human Resources

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).