

## **Internal Job Posting #2024-45**

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

Department: Operations

Reports To: Foreperson, Transportation & Fleet Services

Directly Supervises: None

Status: None

Hours per Week: 40

Salary: \$51,317.24 - \$62,382.32

**Application Due Date: Posted Until Filled**

#### **Position Summary**

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**

Equipment Operator:

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 (All Municipal Roles)

1. Provide and maintain a high degree of confidentiality and security of information at all times.
2. 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.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

## 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, common core municipal pit/quarry workers and surface miners certification would be considered assets.

## Education, Skills and Experience

1. OSSGD 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, 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 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 regularly with staff, contractors, Foreperson and the public.

### Applicant Information

Interested internal applicants are invited to forward their cover letter and resume directly to Human Resources quoting Job #2024-45:

[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).