

**TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH
JOB DESCRIPTION**

Position Title: Part Time Equipment Operator

Department: Public Works

Report to Title: Public Works Superintendent

This job description last updated on November 29, 2002.

Position Details

Position Status: Seasonal (Winter Months)

Pay Method: Hourly

Normal workweek: Unknown

Overtime status: Paid after 44 hours

Full Benefits: No

General description (overview) of position:

1. Scope of position:

To operate snowplow equipment and other duties as assigned on a temporary basis. To provide a variety of construction snow/ice removal maintenance and repair service to roads equipment and Township property for the safety of the public.

2. Key responsibilities:

1. Operates Township equipment as directed by the Lead Hand and/or Public Works Superintendent.
2. Work with other Township employees to maintain the equipment fleet by cleaning and performing minor servicing, washing, waxing, vacuuming, greasing, changing oil filters and oil changing, and any other duties as assigned.
3. Responsible for safe, effective use of equipment and performs duties in accordance with health and safety practices.

A – SKILLS

1. Knowledge – education and experience

(i) Education and training

(a) Minimum education required:

Secondary School Diploma

(b) Formal training required:

Class AZ or DZ drivers licence, Chainsaw Certificate

(ii) Experience

(a) Minimum number of years of related work experience necessary to achieve proficiency on the job: one year

(ii) **Other Key Skills necessary to achieve proficiency on the job.**

2. Decision Making – judgement, problem solving, creativity, initiative, and analysis.

(a) Complexity of decisions: Low

(b) Nature & number of alternative solutions to chose from. Is research of alternatives required? No alternatives

(c) Degree of responsibility for unusual problems: Low

(d) Degree of independent action and judgement? Low

(e) Decisions represent those of department? No

(f) Degree of responsibility for policy development? Low

3. Communication – written, verbal and interpersonal

Internal Contacts

Reeve and Council: No

Managers: 1

Public Works Superintendent

Non management staff: Public Works Staff

External Contacts

General Public: No

Other external contacts: No

(a) Number and frequency of contacts requiring regular communication within the organization: No contact

(b) Complexity of the type of information communicated & requested within the organization: Low

(c) Number and frequency of contacts requiring regular communication outside the organization: No contact

(d) Complexity of the type of information communicated & requested outside the organization: Low

(e) Represents municipality at functions? No

B – EFFORT (duration & intensity)

1. Mental effort – concentration & attention, complexity & analysis required, and mental fatigue

(a) Approximate % of work day requiring periods of concentration to complete duties satisfactorily:

(l) 31-45%

(b) Amount of mental fatigue:

(l) medium

2. Physical & manual effort – manual dexterity, complexity, volume of work, sensory requirements and physical fatigue

(a) Approximate % of work day requiring periods of physical effort to complete duties satisfactorily:

(l) 46-60%

(b) Amount of physical fatigue:

(l) medium

C – RESPONSIBILITY

1. Program Delivery - contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for of policies & procedures, responsibility for planning

(a) Programs/services are delivered as follows:

(l) performance of duties has an immediate effect on the provision of programs/services

(b) Contact with the public is:

(l) none

(c) Responsibility for development and evaluation of programs/services:

(l) none

2. Human Resources – personnel policies & procedures, supervision, health & safety, training

(a) Number of direct reports to this position: None

(b) Supervision/coordination of the work of other employees:

(l) None

(c) Provides informal training/instruction to other employees:

(l) None

(d) Responsibility for hiring, discipline, motivation, training, performance review etc.: no

(e) Involvement with HR function for municipality including overall policies, procedures, personnel files etc.:

(l) none

3. Material & Information Resources – equipment, property, data records & software, confidentiality

- (a) Responsibility for storage and maintenance of material or information:
 - (l) that is routine and non-confidential
- (b) Involvement in purchasing:
 - (l) no involvement
- (c) Responsibility for using & maintaining equipment:
 - (l) uses heavy equipment safely and is responsible for storage or maintenance
- (d) Responsibility for policies and procedures relating to material & information resources:
 - (l) no involvement

4. Financial Resources – budgets, treasury, accounting & confidentiality

- (a) Involvement in financial matters:
 - (l) little or no involvement with financial matters
- (b) Budget/spending authority:
 - (l) no budget/spending authority

D. WORKING CONDITIONS

1. Physical Environment – physical surroundings & hazards

- (a) Physical environments:
 - (l) frequently works in a disagreeable environment
- (b) Exposure to hazards:
 - (l) some

(c) Risk of injury:

(l) some

2. Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, montony, social disruption

(a) Number of interruptions:

(l) very few

(b) Contact with public:

(l) none

(c) Deadlines:

(l) few & assigned tasks can be completed in a day

(d) Overtime:

(l) occasional

(e) On call:

(l) occasional

Public Works Superintendent Approval

I have reviewed the above job description and agree it is accurate and complete.

Supervisor _____ Signature _____ Date _____

Staff Approval

I have reviewed the above job description and agree it is accurate and complete.

Staff Name _____ Signature _____ Date _____