

**MUNICIPALITY OF BAYHAM
JOB DESCRIPTION**

Position Title:	Public Works Operator
Department:	Public Works
Reports To:	Manager of Public Works Road Operations Supervisor Public Works Foremen
Position Status:	Full Time
Location:	Works Yard, 8354 Plank Road, Straffordville ON
Pay Method:	As per collective agreement
Eligible for Group Benefits & OMERS:	Yes
Normal Work Week:	40 Hours per work week
On Call Required:	Yes

POSITION SUMMARY

DUTIES and RESPONSIBILITIES

Operations

1. To work under the direction of the Manager of Public Works, Roads Supervisor and the Roads Foreman/Lead Hand and alongside of other municipal employees as a team member.
2. Record keeping and basic computer skills for both day to day records on Machine Maintenance and Personal records.
3. Must be able to read and write and respond to both verbal and written instructions.
4. Able to perform but not limited to:
 - a) Construction Jobs (Capital projects and Operating projects)
 - b) Maintenance Jobs (Ditching, Tree/Brush removal, Granular upgrades, Culvert and Catch basin upgrades, Surveying, Sign replacement, General truck driving, Floating of equipment, Hot and Cold patch of the roads.)
 - c) Winter operations (including snow plowing, removal of snow, patrolling, preparing winter equipment, Minor repairs to trucks and plows changing blades).
 - d) Heavy equipment operations (Grader, Bulldozer, Backhoe, Loader, Tractor)
5. Able to be aware of the condition of the equipment, and the ability to perform basic

maintenance practice.

6. Shall be able to operate any piece of light equipment (Chainsaw, Cutoff saws, Packers etc.) and perform jobs involving physical labor.
7. If the availability of an individual permits and funding is available training on Construction, Winter Maintenance and Health and Safety may be required to the individual.
8. Work under the agreement of Canadian Union of Public Employees Local 35.4
9. To maintain and renewal of the employees AZ or DZ license covered under the collective agreement.
10. To promote good public relations with the public and fellow employees.
11. The ability to work shift work and overtime as required. Including Nights, Mornings, Afternoons, Weekends and Holidays.
12. Perform Maintenance duties on the Public works building and other Municipal buildings and properties assigned.

Health & Safety

- Advises immediate supervisor of any potential or actual danger to health and safety of a worker which he/ she is aware.
- Ensure that equipment, materials and protective devices are functioning in a safe manner.
- Working in accordance with divisional health and safety procedures.
- Working in accordance with the Ontario Occupational Health and Safety Act and Regulations
- Support activities and initiatives outlined by the Joint Health and Safety Committee.

Conduct & Inclusiveness

All employees are expected to conduct themselves in a civil, respectful, courteous and professional manner with all co-workers and ratepayers including:

- Accept and treat equally all employees of different backgrounds including origin, age, race, ethnicity, gender and sexual orientation.
- Maintain the highest ethical standards.
- Contribute to the efforts of the team and offer assistance as needed, whether or not such assistance falls within the normal duties of job.
- Cooperate freely.
- Make every effort to maintain smooth operations of the municipality.
- Be honest, trustworthy, reliable and dependable in fulfilling all duties.
- Take direction from and work cooperatively with management.

EDUCATION, SKILLS and EXPERIENCE

A minimum education of Grade 12 required or equivalent.

Successful achievement and maintenance of the following designations and certificates: Certified Roads Supervisor First Level designation, Mahoney Road School and/or Anderson Road School Certificate.

Valid and satisfactory DZ, AZ drivers licences.

Strong knowledge of Provincial legislation and policy that affects the operation of Municipal public works, as well as working knowledge of road maintenance, construction and design, and vehicle and equipment maintenance.

The ability to work effectively as a member of the Municipal team.

Strong interpersonal, communication skills and public relations skills. Ability to deal effectively with external contacts and with the public as a Municipal public works representative.

CORE COMPETENCIES

All Employees:

- Teamwork & cooperation
- Work ethic
- Initiative & action
- Manage time
- Client service orientation

Specific to Management Employees:

- Empower
- Mentor
- Manage performance, talent & succession
- Build & sustain relationships
- Integrity
- Excellence & accountability
- Make decisions using professional judgement
- Organize
- Plan
- Innovate

Specific to Roads Operations Supervisor:

- Resolve conflict
- Work under stress
- Oral communications
- Solve problems

PHYSICAL DEMANDS and WORKING CONDITIONS

Work is typically performed outdoors, with frequent driving required. Frequently exposed to inclement weather or hazardous working environment. Occasionally required to perform computer work.

Ability to lift up to but not limited to 80 lbs.

Incumbent is required to deal with complaints from the public on a daily basis and be able to report directly to the Manager of Public Works, Roads Supervisor or Roads Foremen/Lead Hand. Work is subject to frequent demands and shifting priorities.

May be required to work overtime and unusual hours to respond to emergency situations in a timely manner.

CONTACTS

Internal: Public Works Manager (daily)
 Public Works Department (daily)
 CBO/Drainage Superintendent (daily)

External: Members of the public (daily): To provide information while ensuring polite relations.

Public Relations: Communication with members of the public (i.e.: general inquiries).

REVIEW/APPROVAL

Current Incumbent(s):		Date:
Department Head:		Date:
CAO/Clerk:		Date: