

# **THE CORPORATION OF THE MUNICIPALITY OF NEEBING**

## **JOB DESCRIPTION**

**POSITION TITLE:** Truck Driver/Equipment Operator

**REPORTING RELATIONSHIP:**

The Truck Driver/Equipment Operator reports to the Working Roads Foreman with respect to administrative matters such as attendance, work assignments, responding to call-ins, etc., and to the Head of Administration with respect to human resource matters such as grievances, disciplinary action, etc.

**PURPOSE OF POSITION:**

In this position, incumbents undertake maintenance and repair works on municipal roads and associated infrastructure, bridges, culverts, buildings and other Municipal assets as required. The Truck Driver/Equipment Operator is also required to undertake day to day maintenance and repairs on Municipal maintenance equipment.

All staff, including Truck Driver/Equipment Operators, are required to ensure that they maintain a safe working environment and maintain adherence to the Occupational Health & Safety Act and the established Health and Safety policies of the Municipality of Neebing.

**SCOPE OF POSITION:**

The lettered paragraphs in this section of the job description outline the various duties and responsibilities of the Truck Driver/Equipment Operator. He or she:

- a) operates various types of equipment to undertake municipal maintenance tasks, including: gravel trucks, trucks with snowplow and/or sander units, graders; backhoes; excavators; front end loaders; farm tractors; mechanical brushing equipment; lawn mowers; weed eaters; pickup trucks and various power tools;
- b) performs pre-trip and post operative inspections on all vehicles and equipment, completes vehicle inspection reports as required to ensure proper and safe operation of the vehicle;
- c) performs regular, routine maintenance activities on vehicles, trucks and equipment;
- d) performs limited maintenance on vehicles as required, including: changing headlights, tires, oil, minor mechanical repairs, painting of vehicles and equipment and minor welding repairs and fabrication work;
- e) performs routine maintenance on municipal roadways and rights of way, including: vegetation management and tree cutting (with mechanical equipment, hand tools and/or manual labour) when required;

- f) performs general maintenance at municipal buildings, woodlots, open spaces, boat launches and parks;
- g) participates in Municipal construction projects, operating equipment or assisting with manual labour tasks;
- h) maintains and repairs entrance and roadway culverts, including: removing blockages such as beaver dams, debris build-up, and ice build-up;
- i) removes or breaks beaver dams as required using heavy equipment, hand tools or manual labour;
- j) installs and maintains roadside signs and guide rails as per provincial requirements;
- k) performs winter maintenance activities including: plowing, snow removal, sanding/salting on municipal roads and properties;
- l) performs spreading, grading, levelling and compacting of gravel on Municipal roads and properties;
- m) performs grounds-keeping/landscaping tasks with riding or push mowers, weed trimmers, gas powered and/or manual hand tools as required.
- n) maintains Cemetery grounds, buildings, benches, gates and fencing; including levelling and stabilizing headstones and grave markers;
- o) locates, excavates and fills gravesites for both conventional and cremation urn burials;
- p) provides general maintenance assistance, using heavy equipment and/or manual labour at Municipal Waste Management sites including: excavating new waste cells, levelling and compacting waste materials, placing and spreading of cover materials, maintaining roadways, laydown areas and vehicle access areas, sorting, moving, re-locating, packaging and loading of recycling materials in various laydown areas or Waste Management site buildings, all in accordance with Provincial approvals and/or orders;
- q) provides general maintenance and repairs to buildings, recreational facilities (skating rinks, fences, backstops, playground equipment, park amenities, boat ramps, porta-potties, signs, etc.) at various Municipally-owned sites;
- r) reviews shop supplies and materials and advises the Working Roads Foreman, as appropriate, of needed supplies, materials or goods;
- s) picks up parts and/or supplies in Thunder Bay or elsewhere outside of the Municipality;
- t) monitors and reconciles Public Works Garage fuel inventory, advising the Working Roads Foreman of inventory shortages and/or discrepancies, or when refuelling is required;

- u) participates in seminars/workshops and training sessions to improve or maintain qualifications, training and education and/or increase skills, experience and abilities to satisfactorily complete job assignments and tasks, and/or to meet or exceed provincial requirements;
- v) works in a safe and productive manner, utilizing any and all available safety equipment required and/or provided by the Municipality or the employee, upholding and adhering to all requirements of Ontario Legislation, including the *Occupational Health and Safety Act*, as well as Municipal obligations under the various Health and Safety Policies and practices of the Municipality;
- w) maintains complete, accurate, legible, and neat records of all work activities, as directed; and
- x) performs such other duties or tasks as may be assigned by the Working Roads Foreman.

### **WORKING CONDITIONS:**

Regular scheduled hours are in accordance with the CUPE Collective Agreement with the Municipality, in effect at the time. As at the time of this posting, hours are 7:30 a.m. – 4:00 p.m. Monday through Friday. Weather conditions may require extended working hours or call-in for earlier start up times. Truck Driver/Equipment Operators may also be required to work Saturdays, Sundays or holidays during winter maintenance operations or in emergency situations.

Places of work include: the Neebing Public Works Garage and yard; Fire Halls; Administration Complex; Blake Hall; Crooks Cemetery; Waste Management Sites; all Municipal roadways, and other sites, such as parks, open spaces, or boat launch areas, as required.

The Truck Driver/Operator should maintain good physical condition, as:

- work is substantially undertaken outdoors in all weather conditions;
- manual labour is required;
- standing or sitting for lengthy time periods is required; and
- heavy lifting may be required.

Truck Drivers/Equipment Operators will at times work as part of a team, but are often required to work on their own.

While interaction with the general public is not a day-to-day occurrence, there are occasions when the Truck Driver/Equipment Operator will be confronted by individuals, sometimes in circumstances where they are angry or upset. The ability to de-escalate such circumstances and avoid engaging in conflict is required. Municipal employees in all positions are required to display professionalism and good judgement in any and all circumstances where they are representing the Municipality.

## **KNOWLEDGE, SKILL, QUALIFICATIONS, AND EDUCATION**

The Truck Driver/Equipment Operator must maintain a minimum DZ driver's licence; however an AZ licence is **preferred**.

It is also **preferred**, but not required, that the Truck Driver/Equipment operators maintain appropriate qualifications to undertake specific maintenance and repairs on heavy equipment and trucks.

The position requires knowledge, experience and expertise in the fields of;

- heavy equipment, farm equipment, maintenance equipment, and truck operation, including snowplows, sanders, grass cutters, farm tractors, and winter maintenance equipment;
- heavy equipment and truck maintenance repair, minor welding and metal fabrication;
- road construction and road building;
- summer road maintenance practices and techniques;
- winter road maintenance practices and techniques; and
- minor building mechanical repair and minor construction.

Knowledge of applicable legislation, including the Highway Traffic Act and the Occupational Health & Safety Act, is required.

## **IMPACT OF ERROR**

Errors made by Truck Drivers/Equipment Operators in the course of their duties, either in judgement, performance, or ignorance of Municipal policy could result in ineffective and inadequate operations with negative consequences such as;

- the Municipality suffering loss of public credibility, confidence or trust;
- the employee suffering loss of confidence by Municipal Management, Mayor and Council;
- decreased staff morale; and
- the Municipality suffering severe financial and legal repercussions.

## **CONTROL**

Policy direction comes from Provincial legislation and the Municipal Council. Council has appointed a Roads Committee to liaise with Works staff as required.

## **CONFIDENTIALITY AND EMPLOYMENT CHECKS**

Employees in the position of Truck Driver/Equipment Operator must agree and uphold the confidentiality policies of the Municipality. Contravention of the confidentiality policy may result in disciplinary action.

Employees must demonstrate good character and provide a satisfactory criminal record check, a current driver's abstract, and a CVOR. The Municipality will cover all associated costs for these requirements.