

TOWN OF BLIND RIVER

POSITION DESCRIPTION - EQUIPMENT OPERATOR – LEVEL I (CUPE)

DEPARTMENT: Public Works

REPORTS TO: Public Works Foreperson

POSITION SUMMARY

Equipment Operators are responsible for the safe operation of all heavy-duty equipment required to maintain the existing municipal infrastructure. Equipment Operators are responsible to maintain all equipment and to inform the Supervisor/Sub-Foreperson of any problems arising out of the normal use of the equipment.

Equipment Operator – Level 1 must maintain an DZ operator's license and maintain their license in good standing. In addition, Equipment Operators will participate in the general maintenance program of the municipality as required.

Primary Purpose of Job: To safely and effectively operate all heavy equipment designated as Level 1 equipment.

KEY RESPONSIBILITIES

1. Operates all heavy equipment owned and operated by the Public Works Department including, but not limited to grader, wheeled excavator, backhoe, as assigned in a safe, economical, productive manner
2. Effectively carries out assigned functions and provide guidance to crew members in ditching, excavating, snow removal and other municipal maintenance and construction activities.
3. Performs all excavation work in accordance with the OHSA, Ontario Underground Infrastructure Notification Act, and any/all other relevant Acts and Regulations.
4. Reports problems encountered on assigned jobs
5. Operate municipal heavy equipment designated as Level III, including trackless vehicles and attachments, tandem dump trucks, backhoe, loaders, water trucks, and pickup trucks used for winter operations, subject to training and operational requirements.
6. Perform assigned municipal maintenance and construction activities efficiently and safely.
7. Conduct pre-operation inspections and routine maintenance of vehicles and equipment prior to and during use, ensuring proper procedures are followed.
8. Operate and maintain small equipment and attachments, including chainsaws, lawn mowers, brushers, plows, buckets, sanders, and other related tools.
9. Participate in seasonal programs:
 - a. **Summer operations:** painting street lines and municipal buildings, repairing sidewalks, fences, and road washouts, street cleaning, cleaning and thawing catch basins, grading and building roads, installing and

repairing street signs and safety devices, installation, repair, and maintenance of signage and traffic control devices and park equipment installation.

- b. **Winter operations:** plowing and sanding roads and sidewalks, clearing snow from municipal facilities and parking areas, snow hauling, snow shoveling, and seasonal preparations.
10. Perform garbage collection and spring clean-up duties, including equipment operation, transport to landfill, and repair of bins as required.
11. Assist other municipal departments as required, including Municipal Facilities, Municipal Services, and Water and Sewer.
12. Report non-functional, missing, or damaged street lights, traffic lights, signs, and safety devices.
13. Maintain a safe work environment by cleaning municipal garages, washing equipment and vehicles, and maintaining the Public Works yard.
14. Assist with water and sewer maintenance and repairs when required.
15. Report unsafe conditions, hazards, or incidents to the Foreperson or Manager as soon as possible.
16. Ensure vehicle inspection reports, crew cards, and related documentation are completed accurately and submitted as required.
17. Assist with cemetery operations, including burials, as needed.
18. Maintain responsibility for tools and equipment issued.
19. Participate in emergency management operations outside normal working hours, as required subject to the Collective Agreement.
20. Responsible for all tools and equipment issued and reports problems with equipment.
21. Report any unsafe conditions that exist within the municipality to the Foreperson/ supervisor as soon as possible.
22. Provide relief for the Foreperson as required.
23. Perform all other duties as assigned, in accordance with the Collective Agreement and operational requirements.

WORKING CONDITIONS

- Work is performed under the direction of the Public Works Foreperson or Sub-Foreperson in accordance with municipal policies and the Collective Agreement.
- Duties may involve exposure to adverse weather conditions, including extreme heat, cold, snow, and rain.
- Shift work, overtime, and emergency call-outs may be required, particularly during winter operations or emergency situations.
- The position requires physical effort, including lifting, bending, pushing, pulling, and working outdoors.

QUALIFICATIONS

- High School Diploma or an equivalent combination of education and related experience.
- Minimum six (6) months experience in heavy equipment operation of Level 1 equipment. Experience excavating around underground infrastructure such as water, gas and telephone lines is an asset.

Licensing

- Must have valid class “DZ” Ontario Driver’s Licence.

Skills and Abilities

- Ability to understand and follow verbal and written instructions.
- Ability to safely operate heavy and small equipment.
- Ability to perform physically demanding work in all weather conditions.
- Ability to work independently or as part of a team.
- Ability to work overtime or outside normal working hours, as required.