

MORRIS-TURNBERRY POSITION PROFILE

Position Title **RURAL ROADS OPERATOR**

Department **PUBLIC WORKS**

Report to Title **Director of Public Works**

A – POSITION DESCRIPTION

1. Scope of Position:

The Rural Roads Operator is responsible for performing a variety of public works tasks in the Municipality of Morris-Turnberry using a variety of equipment in a safe and efficient manner.

The Rural Roads Operator reports to the Director of Public Works and or Foreman.

2. Key Responsibilities

- (a) To construct, repair and maintain all assets of the Municipality, usually using equipment, directed by the Director of Public Works or Foreman.
- (b) To identify, repair, and report deficiencies with Municipal infrastructure, especially as it relates to safety and or Minimum Maintenance Standards
- (c) To communicate with the Foreman plans, priorities, and work schedules.
- (d) To perform winter maintenance activities in accordance with the Minimum Maintenance Standards, and Morris-Turnberry policies and procedures as directed by the Foreman and Director of Public Works.
- (e) To perform repetitive, and physically demanding work as directed by the Director of Public Works and or Foreman.
- (f) To operate safely and efficiently all heavy equipment, vehicles and tools in accordance with the Ontario Health and Safety Act, Highway Traffic Act, and regulations, including the use of required personal protective equipment.
- (g) To perform winter patrols in accordance it the Minimum Maintenance Standards and municipal policies and procedures as directed by the Foreman and/or Director of Public Works and Dispatch resources as required.

- (h) To maintain all vehicles and equipment in accordance with the manufacturer's specifications and/or as directed by the Foreman and/or Director of public works, including but not limited to minor and major maintenance and repair.
 - (i) To maintain a log of daily activities as directed by the Director of Public Works and or Foreman.
 - (j) To work in a safe manner in accordance with Municipal health and safety policies, training, Ontario health and Safety Act and other applicable legislation as directed by Director of Public Works and or Foreman.
 - (k) To respond to general inquiries and feedback from the public in a professional manner, report any issues and relay the issue to the Foreman and/or Director of Public Works.
 - (l) To participate in an on-call program on a rotating basis with other qualified staff, in order to respond to Public Works emergencies after hours and on weekends.
 - (m) To work independently and in a team with Public Works staff and external contractors.
 - (n) To use independent judgement to troubleshoot, research and resolve issues that arise through the course of regular duties.
 - (o) To perform other duties as may be assigned by the Director of Public Works and or Foreman.
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Financial Resources

- (p) Funds for purchases under \$5000 of small tools and hardware
- (q) Handling of cash transactions at the Morris Landfill

3. Key Relationships

Internal

Director of Public Works and or Foreman: regular interaction re operations of the Municipality of Morris-Turnberry public works

Other road crew: daily interaction re assignments for the Municipality of Morris-Turnberry public works

External

Public: daily contact

Municipal Contractors & other professionals: as appropriate

B – POSITION SPECIFICATIONS

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. Formal Education and Training

Minimum required (as modified by any current job advertisement):

- Secondary School Diploma
- D-Z licence
- Surface Miner & Chain Saw Operator courses and the required certificates as per policies and procedures.
- Specialized heavy equipment training

Preferred:

- TJ Mahoney Road School
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2. Work Experience

2 years of experience in a relevant field or position

4 years of practical work experience
