

Municipality of Shuniah **EXTERNAL JOB POSTING**

**Position Title: Truck Driver – Machine Operator
(Temporary)**

Department: Public Works
Reports To: Manager of Operations

Responsibility:

Under the supervision of the Manager of Operations and/or Lead Hand, the employee performs a variety of construction, maintenance and repair services to roads, lands, buildings, bridges, culverts, drainage, parks, and other municipal infrastructure and property relating to Public Works Operations, as determined by established practices and policies of the Municipality and the statutes of Ontario.

See full job description @ www.shuniah.org/employment.

**Current Hourly Rate is \$34.63
(CUPE Local 87 Agreement 2022-2025)**

We encourage all who are interested in this position to apply.

Resumes will be accepted via email until **11:00am on Friday May 3, 2024**
and should be directed to the attention of:

Craig Baumann
Manager of Operations
Email: pw@shuniah.org

In accordance with the Municipal Freedom of Information and Privacy Act, personal information submitted is collected under the authority of the Municipal Act and will be used only for candidate selection.

Municipality of Shuniah

Position: Truck Driver – Machine Operator

DATE: November 30, 2022

1. Position Title:

Truck Driver – Machine Operator

2. Reporting Relation:

Reports directly to the Manager of Operations or designate.

3. Positions Supervised:

None.

4. Scope of Position:

Under the supervision of the Manager of Operations and/or Lead Hand, the employee performs a variety of construction, maintenance and repair services to roads, lands, buildings, bridges, culverts, drainage, parks, and other municipal infrastructure and property relating to Public Works Operations, as determined by established practices and policies of the Municipality and the statutes of Ontario.

5. Roles and Responsibilities

- 5.1 Operation of a variety of heavy equipment such as tandem axel dump trucks, grader, excavator, bulldozer, backhoe, front-end loader, tractor; and other job-related equipment.
- 5.2 Carries out work assignments using a variety of hand and power tools such as chain saws, shovels, rakes, air hammers, jack hammers, water pumps, weed eaters and traffic control devices.
- 5.3 Hard and loose top road surface patching, maintenance, and repairs as required. Shoulder and roadside maintenance and repairs, debris removal, sign replacement, installation of barricades, roadside brushing and grass cutting, tree limbing and tree removal, traffic control including flagging and directing traffic.
- 5.4 Maintenance and repair of municipal drains; culvert and catch basin inspections/cleaning/repair/replacement, implementing erosion control measures, and removing blockages and debris to ensure the level and flow of surface and storm water.
- 5.5 Performs routine cleaning, greasing and minor mechanical repairs and preventative maintenance of vehicles and equipment; inspect vehicles and equipment to ensure that they are in a mechanically satisfactory condition to be operated safely. Reporting problems or defects to the Manager of Operations in a timely manner.
- 5.6 Performs general, routine housekeeping duties, maintenance of shop (interior and exterior) and other municipally owned facilities and grounds.

- 5.7 Maintains accurate and proper records and documentation of vehicle and equipment inspection reports, maintenance logs and other road maintenance activities in accordance with the established practices and policies of the Municipality and the statutes of Ontario, recording defects, hazards, potential problems and anticipated remedial actions and reports to the Manager of Operations.
- 5.8 Refers unusual situations to the attention of the Manager of Operations including unsafe working conditions, road safety concerns and other public safety issues so that appropriate action can be taken.
- 5.9 Assists in all aspects of the day-to-day general operations of the Public Works Department, working with other municipal employees in a team environment doing general labour on various construction and maintenance projects.
- 5.10 Willingly carries out other job-related duties, as assigned.

6. Health and Safety Responsibilities

- 6.1 Be familiar with and work in compliance with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations and the Municipality's Health and Safety Manual and Procedures.
- 6.2 Take every possible precaution to protect themselves and co-workers from health and safety hazards and unsafe situations. Work in a safe manner with protective devices, measures, and procedures, as required by the OHSA and Regulations, and the Municipality's Health and Safety Policies and Procedures.
- 6.3 Ensure work is being carried out with sound judgment and in a safe manner and report unsafe acts, conditions, workplace accidents/incidents, occupational injury or illness, contravention of the Act or regulations, or any hazards they are aware of, to the Manager of Operations.

7. Authority of Position

Work is performed under the supervision and direction of the Manager of Operations or designate, and authority limited to direction given and to operating within established departmental guidelines, policies, and procedures.

8. Contacts and Relationships

- 8.1 Supervisor – Receives direction and guidance.
- 8.2 Co-workers – Communication for the purpose of sharing information and to complete work assignments
- 8.3 Public – Providing information while ensuring polite and tactful relations.

9. Physical Skill and Effort

Good physical condition to operate heavy equipment and perform laborious activities as required. Strength and mobility to work in a typical field or shop maintenance setting, including operating

hand and power tools; stamina to perform sustained physical labor, including driving, sitting, standing, lifting, twisting and walking in various environmental conditions depending upon the task being performed; strength to lift and maneuver materials and equipment weighing up to 50 pounds unassisted; vision to read printed materials; and hearing and speech to communicate in person, over a radio or telephone.

10. Working Conditions

Work is typically conducted in an outside environment with exposure to variable weather conditions, sometimes within extreme weather conditions. Work is completed with the requirement to adjust to changing demands during the course of a working day; while maintaining a pleasant, professional and positive demeanor.

Must be able to respond to callouts for the Public Works Department, as required. Position is required to occasionally work overtime and unusual hours in order to complete projects and respond to after-hour road maintenance emergencies including nights, weekends and holidays.

11. Decision Making/Judgment

Work is performed under the direction of the Manager of Operations.

The employee follows established practices to perform generally repetitive duties and work activities; judgement is exercised when using initiative and problem-solving skills when on the job, to operate without direct supervision, when the task has been defined. The employee notifies the Manager of Operations of operational problems or issues as necessary.

Errors are usually quickly detected and can be corrected. Errors in judgment may reduce the Public Works Department's effectiveness and may increase costs and result in safety hazards, embarrassment to the Municipality and inconvenience to the public.

12. Qualification and Educational Requirements:

- 12.1 A valid and current class AZ driver license.
- 12.2 A driver abstract containing no significant record of violations.
- 12.3 A minimum 2-3 years of relevant experience in construction and maintenance operation
- 12.4 A minimum of 1 year experience as a truck driver and heavy equipment operator.
- 12.5 The ability to exercise good oral and written communication skills and the ability to deal with the public and contractors in a courteous manner.
- 12.6 Reasonably proficient in the use of a smartphone

13. Employer Provided Training

Participate in all employer provided training for the operation of heavy equipment and vehicles required to safely and efficiently complete all duties required for Winter and Summer Maintenance activities of the Municipality