Position Title: **RURAL ROADS OPERATOR**

Department: **PUBLIC WORKS**

Report to Title: **Director of Public Works**

This job description last updated on……..October 23, 2013…………………………

Position status: **Contract – part time employee**

Pay method: **Hourly**

2014 pay range: **$18.75 - $23.44**

Normal workweek: **as required for Snow Removal**

Overtime 40 to 44.0 hours in a week: **paid at straight time**

Overtime greater than 44.0 hours in a week: **paid at time & half, weekends, statutory holidays**

Pager pay @ $40.00 per day for weekends and Statutory holidays and $27.00 per day for week days –if required.

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, usually using equipment, the municipal roads (gravel and hard top), sidewalks, parking lots, traffic signs, bridges, culverts, drains, street lights, storm and sewer systems, repairs to water distribution systems (as applicable) and other designated municipal infrastructure in the Municipality of Morris-Turnberry as directed by the Director of Public Works or Foreman.

   (b) To locate problems to any municipal infrastructure in the Municipality of Morris-Turnberry and make repairs promptly in order to avoid potential safety hazards and public complaints. If the required repair is major, the Rural Roads Operator makes a recommendation to the Director of Public Works or Foreman.

   (c) To discuss with the Director of Public Works plans, priorities, work schedules,
Rural Rds Operator

(d) To adhere to the security system for all the public works assets of the Municipality of Morris-Turnberry

(e) To perform winter maintenance activities in accordance with the Morris-Turnberry policies and procedures as approved by Council including snowplowing, sanding and salting, and patrolling, as directed by the Director of Public Works and or Foreman.

(f) To perform unskilled, repetitive and physically demanding work as directed by the Director of Public Works and or Foreman.

(g) To operate safely and efficiently a road grader and other heavy equipment, other vehicles, power tools and hand tools as appropriate for the public works task at hand.

(h) To maintain all vehicles and equipment according to the schedule developed by the Director of Public Works and or Foreman.

(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 and sensible manner in accordance with Municipal health and safety procedures (outlined in personnel manual) as directed by the Municipal Safety Officer and supported by the Public Works Coordinator. (At the present time there is no Municipal Health and Safety Committee set up).

(k) To promptly inform the Director of Public Works and or Foreman of any inquiries or feedback from the public or others. The Director of Public Works is responsible for the response. To deal with the public professionally and tactfully at all times.

(l) To perform other duties as may be assigned by the Director of Public Works and or Foreman.

Agree__________

Human Resources

(m) It is most important that every Rural Road Operator is a team player.

Agree  ------------
Rural Rds Operator

Material & Information Resources

(n) The Rural Roads Operator performs the following duties:
   (i) communicating road information to the Director of Public Works and or Foreman.

Financial Resources

(r) None

Other:

(s) None

3. Key Relationships

   Internal
   Director of Public Works and or Lead Hand: 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

4. Decision Making (includes Judgement & Problem Solving)

   ♦ The Rural Roads Operator works under the direct supervision of the Director of Public
     Works or Foreman.
   ♦ The Rural Roads Operator consults the Director of Public Works or foreman
     concerning most aspects of assigned duties.
   ♦ The Rural Roads Operator is encouraged to make recommendations to the Director of
     Public Works for improving the efficiency and effectiveness of their duties.
   ♦ The Rural Roads Operator makes recommendations to the Director of Public Works
     re the long term planning of the Municipality of Morris-Turnberry public works projects.
Rural Rds Operator

- This position would not normally be involved in the development of policy or procedures unless requested to do so by the Director of Public Works.

  - Judgement is required:
    - to complete the task once assigned to designated quality level
    - to report operational issues to the Director of Public Works
    - to deal with members of the public

Agree__________

5. Problem Solving Responsibility

Most of the duties performed by the Director of Public Works are in accordance with established policies and procedures under the supervision of the Director of Public Works or Foreman. Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

Agree__________

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:
- Secondary School Diploma  (This requirement is for the new employee)
- D-Z licence
- Willingness to obtain CPR, First Aid, WHMIS, Surface Miner & Chain Saw and the required certificates as per policies and procedures.
- Acceptable Driver's Abstract

Preferred:
- Enrollment in Ontario Good Roads Certificate three year program  desirable
- Heavy machinery course desirable.

Agree__________

2. Work Experience

Experience driving a grader, tandem truck or larger or other large equipment  Five
Experience in a municipality  Three

Agree__________
3. **Communication & Interpersonal Skills (includes Written & Oral)**

- Ability to express themselves concisely and precisely orally.
- Ability to present information clearly to the Director of Public Works or Foreman (as required).
- Ability to express themselves concisely and precisely in writing in order to maintain a daily log of their work activities.
- Ability to project a professional appearance and image to the public, at all times.

agree ------------

4. **Motor Skills**

- Manual motor skills are required to operate a road grader, tandem truck or larger and other heavy equipment, other vehicles, power tools and hand tools.

agree ------------

5. **Other Key Skills**

- Good interpersonal skills.
- Good communication skills.
- Ability to operate a road grader and other heavy equipment, other vehicles, power tools and hand tools.
- In depth knowledge of equipment & vehicle maintenance techniques.
- Adequate knowledge of the local public works by-laws, standards and levels of service.
- Adequate knowledge of the MTO standards, specifications & regulations
- Adequate knowledge of construction practices.
- Excellent physical condition. Ability to handle physical demands of operating heavy machinery. Capable of lifting 25 kg.
- Other licenses required to operate the Municipal equipment and vehicles.

agree ____________

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**C – POSITION CHARACTERISTICS**

1. **Impact & Accountabilities**

- The Rural Roads Operator is responsible for the safe, efficient and effective operation of expensive Municipal equipment.
- This position is responsible to assist with the maintenance of Municipal vehicles and equipment.
Rural Rds Operator

- This position has no budget responsibility.
- A person performing this position competently and proactively can eliminate public works hazards before they become serious and help promote a professional image of the public works department.
- A person performing this position must be cautious in relaying municipal information to the public. Discretion must be used to concur with the Rules of conduct in the Personnel Policy.

Agree

2. **Supervisory Responsibility**
   Minimal

Agree

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**D – WORKING CONDITIONS**

1. **Physical Effort and Environment**
   - At certain times, often due to inclement weather, the Rural Roads Operator may have to work in excess of their normal workweek in order to respond to public works needs and emergencies and tight deadlines.
   - The work is physically demanding and tiring.
   - The Rural Roads Operator will have to share on-call duties.
   - The physical working environment can be demanding while outside performing public works activities in inclement weather (blizzards, fog, ice etc.). Exposed to hazardous conditions such as in trenches and traffic. Exposed to fumes, odors, noise, toxic gases etc. There is a risk of injury.
   - Can be long days on the road with no facilities.

Agree

2. **Mental Effort**
   The work is repetitive. There is a degree of mental strain. There are some duties more stressful than others e.g.: winter conditions and safety issues.

Agree

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I have reviewed the above job description and ticked off each section indicating my agreement. It is accurate and complete except as I have noted at ________________________________:

Direct Supervisor ________________________________ Signature ________________________________

Date: ________________________________
Rural Rds Operator

I have reviewed the above job description and initialed each section indicating my agreement. It is accurate and complete except as I have noted at __________________________.

Name Staff __________________________ Signature __________________________

Date: __________________________