



Hastings Highlands
Beautiful By Nature

Job Description

POSITION TITLE: Operator

REPORTING RELATIONSHIP

Reports to and works under the direction of the Operations Supervisors through the Operations Manager.

PURPOSE OF POSITION

Attends to the Operation activities for the construction and maintenance of the Municipalities road system and adjacent public property, including the Municipalities Waste Disposal Sites, Parklands and recreational areas; the construction and maintenance of drains and catch-basins; the maintenance and protection of the Municipalities properties, buildings and public works equipment and other duties as required.

RESPONSIBILITIES

Under the direction of the Operations Manager and Operations Supervisors

- Ensures all municipal vehicles and equipment are safe for operation
- Responsible for regular maintenance activities on municipal vehicles such as greasing, oil changes, light bulb replacements, etc.
- Operates all equipment as required
- Reports for work on time and as scheduled
- Performs other related duties as required
- Complies with the Occupational Health and Safety Act
- Complies with all Municipal Policies and Procedures

WORKING CONDITIONS

- Work is subject to road and traffic hazards; works around and in noisy equipment and vehicles; exposed to engine noise, heat and fumes
- Work is subject to exposure to extreme weather conditions
- Work is subject to peak periods, shifting priorities and deadlines
- Work is subject to unusual and unscheduled hours

WORKING RELATIONSHIP

With the Operations Manager and Operations Supervisor

- Follows instructions and directions regarding work to be completed, methods and schedules for completion. Receives leadership, guidance and direction

With Other Staff:

- Displays courtesy, co-operation, and teamwork with all staff.

With External Contacts:

- Maintains co-operative, congenial and courteous attitude with all external contacts.

KNOWLEDGE AND SKILLS

MUST HAVE:

- High School diploma or equivalency, and reading and writing skills necessary to comprehend and utilize technical information
- Valid AZ or DZ Licence
- Ability to demonstrate competence in the operation and maintenance of a road grader or hydraulic excavator
- Willingness to learn new skills through local instruction and formal courses
- Ability to take and follow direction from supervisor
- Mechanical skills necessary to operate and maintain equipment as required

SHOULD HAVE:

- Experienced in a computerized work environment
- First Aid Training
- Surface Miner Certificate
- WHMIS Training
- Chainsaw Course Certification

IMPACT OF ERROR

- Must recognize that errors could add significantly to municipal costs, endanger employees and the public, and create poor public relations.
- Must make every logical effort to avoid such errors by seeking assistance and advice from Supervisor.

HOURS OF WORK

- Shall be flexible, as necessitated by weather conditions and other emergencies affecting public safety.
- Shall be in compliance with the terms and conditions of the Collective Agreement between the Corporation of the Municipality of Hastings Highlands and Canadian Union of Public Employees and its Local 1306.7 which is in effect during term of employment.

SALARY AND BENEFITS

Shall be as outlined in the current Collective Agreement between the Municipality of Hastings Highlands and Canadian Union of Public Employees Local 1306.7

Revised – July 22, 2015