



Public Works Operator

Department: Public Works Department

Type: Full time

Union/Non-Union: Union

Reports to: Public Works Foreman

Job Summary:

A Public Works Operator is responsible for operating equipment, ie: Backhoe, Plow Truck, Lawnmower as well as a variety of manual labor activities as needed and/or required by the Public Works Department.

Job Responsibilities:

- Operate and inspect of Town owned vehicles, such as pick-up trucks, backhoe, dump truck, and power tools and equipment, such as mowers, trimmers, etc.
- Mow grass, plant and/or prune trees, flowers and hedges.
- Maintain the municipal buildings, clean the garage and park facilities, as well as clean up litter and empty trash cans
- Sweep and clean up of debris and materials from roads
- Provide a variety of construction, maintenance and repair services to roads and adjacent public property for the safety and convenience of the public.
- Work safely at all times by adhering to safe work practices as provided by the Town of Petrolia and abide by all applicable laws, rules and regulations
- Maintain street signs and traffic control signs
- Clearing debris and blockages from catch basins, and removing weeds and debris from ditches
- Perform all cemetery duties including digging graves
- Maintain roadside weed control, tree trimming and grass cutting
- Patching potholes, sign maintenance and general labour.
- Maintain and service equipment, vehicles and tools in a proper, safe and efficient manner and must perform circle checks covering items such as fuel, oil coolant, lubrication, safety equipment and requirements, and registrations, permits and insurance documents
- Keep a daily log book of all activities Performs all other duties as assigned by the Public Works Lead hand and/or the Public Works Roads Supervisor All other duties as assigned.

Job Requirements:

- "DZ" Driver's Licence is required
- Must be able to perform heavy manual labor, including lifting heavy objects and working in all types of weather conditions



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- Must wear safety equipment when applicable including steel-toed safety boots, safety glasses/goggles, etc.

Skills:

- Ability to deal with the public and respond to inquiries in a tactful and courteous manner
- Capacity to work independently with minimal supervision

Efforts:

- Normal Workweek –40 hours
- Seasonal overtime
- Rotational on-call

Working Conditions:

- Position is physically strenuous, and the use of personal safety equipment may be required
- Manual labour, mostly outdoor work which includes inclement weather, heat and humidity, and exposure to dust and asphalt

Updated September 2018

Reviewed by CAO X_____

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