

SCHEDULE "A" TO BY-LAW 26-2021

Wollaston Township

Job Description

POSITION TITLE: Road Lead Hand & Equipment Operator

DEPARTMENT: Public Works

REPORTS TO: Public Works Superintendent

POSITION SUMMARY

Reporting to the Public Works Superintendent, the Road Lead Hand is responsible for road and infrastructure maintenance to ensure safe travel for the public. The incumbent must be able to safely operate standard road maintenance equipment such as snow ploughs, sweepers, graders, backhoes and spreaders.

RESPONSIBILITIES

Road Work:

- Plow and sand Township roads when required under the Minimum Maintenance Standards.
- Haul various materials to job sites by tandem truck or pick-up truck.
- Report liabilities on roads to the Public Works Superintendent (i.e. downed signs, road washouts, trees, traffic signal repair needs, etc.).
- Check both road and culvert grades for quality standards. Assist in restoration when required.
- Utilize chainsaw, backhoe, chipper, and/or mower to maintain clear sightlines within the Township.
- Dispose of deceased animals and other obstructions found on roads.
- Provide information to other roads staff regarding flow of equipment and trucks on job sites.
- As Lead Hand, provide instruction to other Equipment Operators in regards to work assignments, materials, material sources, traffic controls to be used, correct methods and procedures for performing the work, levels of service to be achieved and any other special considerations.
- Participate in all aspects of the Occupational Health and Safety Act and maintain knowledge of municipal policies.
- Perform other related duties as required.

Equipment Maintenance:

- Conduct circle check of all equipment to ensure proper working order prior to use.
- Ensure all equipment is fully fueled prior to use.
- Perform light maintenance and general cleaning of all equipment and machinery including washing, greasing, and changing oil. Identify when a mechanic is needed for more significant repairs.
- Prepare equipment for winter road maintenance.
- Perform other related duties as required.

WORKING RELATIONSHIPS

Internal:	Public Works Superintendent	Equipment Operators
External:	General Public	Contractors

KNOWLEDGE, TRAINING AND QUALIFICATIONS

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Grade 12 Diploma or equivalent
- Completion of road maintenance course or related training
- Knowledge of relevant Municipal bylaws
- Up to one year of directly relevant experience in public works
- Ability to safely operate equipment and machinery used in road works
- Completion of Chainsaw Safety Course
- General knowledge of electronics, hydraulics and mechanics
- CPR and first aid training
- Valid DZ license

SKILLS AND COMPETENCIES

- Physical effort to push/pull or hold equipment or materials
- Manual dexterity
- Ability to lift up to 50 lbs
- Strong sense of safety awareness
- Strong time management and organizational ability
- Ability to work independently and prioritize tasks with minimal supervision
- Decision-making and problem-solving ability

WORKING CONDITIONS

Work activities take place outdoors with exposure to inclement weather, dirt, dust, noise, and vibration. Some shifts may take place on weekends and holidays. Occasional lifting and carrying of items weighing up to 50lbs.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.