



## POSTING

### Public Works Operator – Amherst Island Roads Assignment Temporary, full-time

**About You:** *You are a keen and positive person, who loves to work hard. You have experience working in road maintenance that has given you the technical understanding for trouble shooting. You value making a difference for the public and contributing to a great team environment where you work collectively to “get the job done”. You are comfortable operating large equipment and can apply your operator and maintenance skills in areas such as road maintenance and winter control operations. You are a stickler for safety and believe in the value of taking the time to do it right the first time.*

**About Us:** *With the retirement of some very valued and experienced staff, we are in a building phase with leadership who believes in empowering the right people to get the job done right. Our team is evolving within a workplace that values respect and hard work. We also like to have fun while accomplishing great things for our Residents!*

*One of Loyalist Township’s goals is to be an employer of choice. We offer competitive pay rates and access to benefits, such as a free membership at the Recreation Centre and free counselling services for staff and their families.. We encourage learning and development and believe a respectful team-based workplace is an effective and healthy workplace.*

*The Township is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. It is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a great lake on the doorstep and beautiful Canadian shield lakes and parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.*

*If this sounds like a great fit to what you are looking for, we would love to hear from you!*

File No: 2021-13 Public Works Operator – Amherst Island Roads Assignment  
Hours: 40 per week  
Rate: \$28.31 (\$25.48 during first three months of probation)  
Closing: May 12th, 2021, 4:00 p.m.

This position is covered by the CUPE Local 2150 Collective Agreement. A detailed job description is below. Please submit your cover letter and résumé using the online form by selecting the apply now button:

[APPLY NOW](#)



## **JOB DESCRIPTION**

**POSITION TITLE: PUBLIC WORKS OPERATOR**

**DEPARTMENT: COMMUNITY & CUSTOMER SERVICES**

**REPORTS TO: ROADS SUPERVISOR**

**CATEGORY: Temporary Full-time (Summer Contract)**

**UPDATED: April 2021**

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### **POSITION SUMMARY:**

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan. The Operator is assigned responsibilities to operate a variety of the Department's equipment safely and competently. This six-month summer contract position is based in the Roads Division and provides labour for regular roads maintenance, such as brushing and chipping, flagging during traffic control, sign repair and installation, culvert repair and installation, shoulder work, etc.

Other aspects of this job, if filled on a permanent basis, includes operator and administrative duties at the Township's landfill sites. Snow removal duties include operating a variety of machines to plow and sand, including tandem dump trucks, tractors, sidewalk machines, and pickup trucks, et cetera. In conjunction with the broader Community and Customer Service team, this position maintains Township parks and sports fields. This position may require extensive additional hours beyond the normal working day, particularly during the winter months.

### **MINIMUM QUALIFICATIONS:**

- Ontario Secondary School Diploma or Grade 12 equivalency.
- Must possess a valid driver's license, Class "D" with a valid Air Brake endorsement ("Z"), and a satisfactory driver's record, AZ license is considered an asset.
- Chainsaw certification is an asset.
- Proficient time management and record keeping skills and flexibility in adjusting between a variety of duties.
- Must possess an understanding of the MTO's Book 7 for Temporary Conditions, and proven knowledge of the Occupational Health and Safety Act, and other applicable legislation.
- Demonstrated ability to safely and competently operate various types of equipment.

- Experience performing and knowledge of municipal road construction and maintenance practices.
- Mechanical experience with basic equipment repairs.
- Must have knowledge of the Occupational Health and Safety Act.
- Demonstrated ability to work independently, as well as within a team.
- Good communication skills, and the ability to be professional and courteous when interacting with the other staff and the public.
- Basic computer skills are required.
- Ability to work shift work, on-call rotations, and overtime is required.

Other Qualifications for Consideration of Permanent Employment:

- Ability to perform snow removal duties while operating a variety of machines to plow and sand, including tandem dump trucks, tractors, sidewalk machines, and pickup trucks.
- Certification in turf maintenance for sports fields, or equivalent knowledge and skills gained through turf grass/sports field maintenance experience.
- Playground inspector certification in accordance with CSA standards, or equivalent knowledge and skills.
- Demonstrated experience, knowledge and understanding of garden design, plants, soils, tools, equipment operation and procedures relevant to horticultural activities.

**RESPONSIBILITIES:**

**Road Operations**

- Responsible for operating various types of equipment, including tandem dump trucks, single axle dump trucks, grader, Gradall, excavator, front-end loader, backhoe, tractor complete with mower units, salting and sanding equipment, and various other equipment.
- Responsible for providing labour for various road maintenance activities.
- Carry out all necessary equipment maintenance and adjustments while keeping the equipment in a safe, clean and tidy condition, and perform daily circle checks and report defects and, if necessary, undertake small repairs in a prescribed manner.
- Responsible for assisting the Fleet maintenance mechanic in major repairs.
- Remove and/or flag obstacles hazardous to employees or the public or that interfere with the safe operation of vehicles or equipment, and duly note and report such conditions to Supervisor.
- Immediately report vandalism, mechanical difficulties and damage.
- Perform regular patrols and right-of-way inspections as assigned.
- Pick up garbage, brush, fallen tree branches, etc. as necessary.

- Cut grass and perform weed trimming.
- Provide general maintenance of tractors, trucks and other equipment as assigned.

### **Parks and Sports Fields Operations (As assigned)**

In co-operation with the broader Community and Customer Service team, responsible to maintain all parks, sports fields, outside properties, and equipment in excellent condition by:

- Cut grass and perform weed trimming in parks.
- Maintain turf in sports fields, in accordance with turf maintenance standards.
- Pick up garbage, brush, fallen tree branches, etc. as necessary.
- Provide general maintenance of grass mowers, weed eaters, tractors, trucks and other equipment as assigned.
- Repair fences, backstops, playground sites, score clocks as required.
- Perform regular cleaning of washrooms and disposal of garbage from parks/sports fields.
- Perform frequent inspections, reports, and repairs on playground equipment in accordance with CSA standards.
- Trim park trees and bushes and maintain flower beds as needed, in co-operation with and support of the horticultural team members.
- Assist in other tasks, repairs and maintenance as directed by Supervisor.

### **Landfill Operations (As Assigned)**

- Responsible for operating and maintaining the landfill, including grass cutting and litter pickup, loading and placement of cover material, road and ditch maintenance, weighing of vehicles, compaction of waste and cover material.
- Service landfill vehicles as per their maintenance schedules, and maintain good visual appearance of equipment.
- Employees assigned to Violet landfill site are responsible for proper weight ticket issuance and the collection and reporting of tipping fees, maintaining fuel consumption records for each piece of equipment, and balance total consumption with fuel delivered to the site.
- Employees assigned to Amherst Island site are responsible to assist with all operations including compaction and covering of waste, collection of recyclable materials, maintenance of site facilities, coordination of monitoring agencies, record keeping, cashiering, including sale of bag tags, receiving tipping fees, preparing and balancing deposits and delivery to Township clerk.
- Enforce the disposal by-law restrictions on materials not accepted at the site.
- Maintain salvage bins for the sorting of metals, tires, wood chips and other recyclable materials.

## **General**

- Must stay current in knowledge and skills.
- Responsible to maintain current knowledge of safe operation for each piece of equipment that is requested to be operated, and be familiar with all of the specific safety devices and procedures for specific equipment, prior to operation.
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment.
- Provide services to both internal and external customers in a timely and courteous manner.
- Work effectively as part of a team, demonstrating good interpersonal skills, tact, and diplomacy.
- May be required to operate independently at remote locations with little supervision.
- May be required to oversee contracted equipment and Township personnel.

### **WORKING RELATIONSHIPS:**

*Internal:* daily communication with Public Works staff/supervisor/manager, frequent communication with other Operators, occasional communication with other Township employees, union representatives.

*External:* residents, contractors/vendors, external seminar and course providers, external trainers and consultants.

### **WORKING CONDITIONS:**

- Frequent and regular outdoor work in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind.
- Extensive additional hours beyond the normal working day, particularly during the winter months may be required.
- Ability to work shifts and on-call rotations.
- Occasionally may be required to attend meetings, programs, seminars, events which may take place at differently facilities, requiring travel.
- May be operating equipment for long periods (3-4 hours) without a break, and in snow events may operate equipment for the duration of shift with minimal breaks.
- Frequent moderate physical exertion and occasional heavy physical exertion.
- Work may include locations with exposure to sensory elements including waste materials and smells.

*The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*