

TOWNSHIP OF LAIRD

POSITION DESCRIPTION

POSITION: Machine Operator Repairer

RESPONSIBLE TO: Road Superintendent

SUMMARY OF FUNCTION:

The Machine Operator Repairer has the responsibility for operating equipment including a plow truck, backhoe and grader for the safe removal of snow and for maintenance of the roads. The Machine Operator Repairer has the responsibility for participating in long term road planning and decision making with respect to equipment, repairs, emergency road repairs and operations.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: Operating Equipment and participating in road planning and decision-making regarding repairs and operations

Demonstrated and Evidenced By:

- Appropriately operating equipment including a plow truck, backhoe and grader, pushing dump for the safe removal of snow and for maintenance of the roads including filing pot holes, brushing, shop maintenance and signs
- Responsible for road repairs including emergency repairs
- Safely using the chainsaw
- Appropriately undertaking minor repairs and maintenance of equipment
- Daily checking of equipment and implementing service schedule for equipment and arranging service work with mechanic
- Daily checking of work, daily reports and month-end time sheets
- Communicating with individuals who have issues and concerns and trying to resolve
- Participating in long term road planning and decision making with respect to equipment, repairs, emergency road repairs (washouts, sink holes) and operations
- Assist Roads Superintendent in day-to-day activities and fills in for Road Superintendent in his absence
- Performing other duties as assigned

Outcome:

1. Work is performed in a safe, and efficient manner.

Competency 2: Promotes and ensures a safe workplace environment

Demonstrated and Evidenced By:

- Maintaining knowledge of and complying with the provisions of the Occupational Health and Safety Act and regulations including ensuring no violations of bullying, harassment or violence
- Maintaining knowledge of and complying with all workplace health and safety policies, programs and practices

- Reporting immediately any contravention of the Occupational Health and Safety Act, including any allegations of workplace bullying, harassment or violence or any workplace hazard, the absence or defect of any protective device of which the employee is aware, which may endanger self or others to the Clerk-Treasurer

Outcomes:

1. A safe and healthy workplace environment is achieved and maintained.
2. Workplace injuries are minimized.

Competency 3: **Facilitates effective communication and relationships with all residents, Council and all stakeholders**

Demonstrated and Evidenced By:

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Preparing for and actively participating in meetings and leading meetings as appropriate
- Listening attentively to others
- Communicating and relating to others in a professional, respectful manner

Outcomes:

1. Effective relationships are established and maintained with all employees in the organization.
2. The Township's profile and reputation continually improve.

Competency 4: **Exhibits ethical and moral conduct.**

Demonstrated and Evidenced By:

- Manifesting superior personal integrity
- Demonstrating respect for all people
- Treating all people with dignity
- Adhering to confidentiality
- Demonstrating high standards of ethical behaviour

Outcomes:

1. Behaviour exemplifies and is consistent with the Code of Conduct of the Township.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and EXPERIENCE:

- Minimum education is completion of Grade 12
- Minimum two years related experience required including in operation of a snow plow, backhoe and grader
- DZ license
- Certified in chain saw use
- Ability to work independently and collaboratively as a member of a team

- Excellent organizational, time management, communications and interpersonal skills

LANGUAGE SKILLS:

- Ability to read and interpret documents such as instructions and Material Safety Data Sheets and any other health and safety information

REASONING ABILITY:

- Ability to apply good sense and understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to exercise sound judgement, reasoning and analytical skills

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing essential functions
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working alone in the performance regular daily functions that are completed independent of others and through interaction with others
- Pressures to meet deadlines and schedules

ESSENTIAL DUTIES:

- Manual dexterity – use of machinery/vehicles specific to job including plow truck, backhoe, grader, dump truck, excavator, large brushing equipment. Culvert steamer, shop tools and ability to undertake a highly manual labour job with reaching, bending, stooping, stretching and ability to lift up to medium weight of 21 to 49 pounds (up to 22 kg.)

Approved by Clerk Administrator Deputy Treasurer:

Date: _____

Developed: 03 November 2021