



# Machine Operator Job Description

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## Job Information

Title:	Machine Operator
Department:	Public Works
Immediate Supervisor:	Public Works Supervisor
Rate of Pay:	Per CUPE Local 259 Collective Agreement
Hours of Work:	Per CUPE Local 259 Collective Agreement
Benefits:	Per CUPE Local 259 Collective Agreement

## Job Summary

The Machine Operator will operate tools, vehicles and equipment in a safe and appropriate manner in order to perform required and assigned duties. The operator will be an effective team member whose contributions will assist in the achievement of departmental objectives.

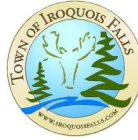
## Organizational Status

The Public Works Department manages the delivery of municipal transportation, environmental, and park services; the operational aspect of cemetery services; and the care and maintenance of certain municipal facilities.

The Department works closely with other municipal departments and provides assistance to them on an as required basis.

## Essential Duties and Responsibilities

1. Operate small tools/equipment, light-duty vehicles, heavy-duty vehicles and heavy equipment in a safe and appropriate manner. Tools, vehicles and equipment include, but is not limited to, snow plows, graders, front-end loaders, loader-backhoes, tandem/single axle dump trucks, street sweepers, off-road trackless (sidewalk) tractors, excavators, vactor sewer units, compactors, waste collection vehicles, lawn mowers, chainsaw, brush cutters, wood chippers, steam equipment, and various hand tools.
2. Perform general labour, maintenance and repair activities on municipal infrastructure, facilities and lands including, but not limited to, roads, bridges, culverts, traffic operations, roadside maintenance (e.g. vegetation management, ditching, debris collection, curbs/gutters, signs, guiderails, pavement markings), winter control (e.g. snow plowing/removal, sanding and salting), sidewalks, parking lots, storm sewers, sanitary sewers, water mains, waste collection and disposal sites, parks, and cemeteries.
3. Perform general maintenance and repair activities on vehicles and equipment including, but not limited to, daily inspections, minor repairs, greasing, and cleaning.
4. Mark cemetery plots; oversee and/or perform burials on an assigned basis.
5. Maintain daily vehicle and equipment usage records.
6. Maintain effective, professional, courteous and respectful communications with supervisors, other staff, and the general public.
7. Attend and participate in scheduled meetings (departmental or other) and training sessions.
8. Ensure compliance with and perform all duties in accordance with Provincial Legislation and related Regulations as well as municipal policies, procedures and guidelines; established operational work plans; and directives provided by supervisor or designate.



## **Required Education / Work Experience / Licenses**

1. Minimum of a Grade 12 education in Ontario or one of the following equivalent qualifications:
  - (a) A secondary school graduation diploma from any other Canadian province or territory or the United States;
  - (b) A General Educational Development (GED) certificate issued by a Canadian province or territory or the United States;
  - (c) A transcript, diploma, degree or certificate from another country, assessed at an Ontario OSSD level by a recognized assessment service;
  - (d) A two to three year diploma, three to four year degree or a postgraduate degree from a recognized/accredited university or community college from Canada or the United States;
  - (e) A postsecondary diploma or degree from outside Canada or the United States that has been assessed as equivalent to a Canadian postsecondary diploma or degree by a recognized assessment service;
  - (f) A certificate of completion for an academic upgrading program from Ontario or another Canadian jurisdiction that is accepted by an Ontario college of applied arts and technology for entry into an Ontario postsecondary program;
  - (g) A certificate of apprenticeship in any trade from Ontario or other Canadian jurisdiction;
  - (h) A certificate of completion of a trade-specific training program from an Ontario college of applied arts and technology that has been approved by the Ministry of Training, Colleges and Universities.
2. A valid class "D" licence with "Z" (Air Brake) endorsement and satisfactory driving record.
3. Three years of directly related experience. Otherwise, a Heavy Equipment Operator certificate from an Ontario college of applied arts and technology or other private career college program approved by the Ministry of Training, Colleges and Universities plus two years of directly related experience is deemed equivalent.

## **Skills and Abilities / Work Demands**

1. Demonstrated ability to operate small tools/equipment, light-duty vehicles, heavy-duty vehicles and heavy equipment in a proficient manner.
2. Knowledge of Provincial legislation and regulation including the Occupational Health & Safety Act, Highway Traffic Act, Minimum Maintenance Standards for Municipal Highways and related on-the-job training (e.g. Winter Operations, Confined Space Entry, Working at Heights, Propane Handling, First Aid & CPR).
3. Physical ability to lift and carry equipment and supplies weighing up to 50 kg, push and pull equipment and parts weighing up to 100 kg, independently or assisted; to walk, stand, sit, lift from floor to waist, lift from waist to shoulder, climb stairs, and climb ladders and any other physical ability required to perform assigned duties.
4. Ability to work shift work (days, evenings, nights), overtime, weekends or unscheduled call-ins.
5. Ability to work outdoors in varying weather conditions.
5. Ability to read, understand, and interpret the Ministry of Transportation's Ontario Traffic Manual's Book 7, as well as various maps and plans.
6. Ability to complete various forms and other basic written communications.
7. Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisors, other staff, and the general public; as well as support and project values compatible with the organization.
8. Demonstrated excellent interpersonal and communication skills.
9. Functional computer skills, including the ability to use an email or web browser application.

## **Other**

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.