

Township of Southgate

Job Description

Date of Update: Nov. 30, 2012	Operator/Labourer (Water, Sewer and Roads)
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Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Operator/Labourer (Water, Wastewater & Roads)	Supervisor's Job Title: Supervisor – Water & Roads
Standard hours of work per week: 40 hours per week plus on call	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Dundalk Works Depot	Department/Division: Environmental Services & Roads
Employment Status: Full Time Hourly Position	Pay Band: 11

2) Scope of Position (A maximum of three sentences.)

<p>Under the daily supervision of the Supervisor – Roads & Water (and from time to time the supervision of the Public Works Manager), the Operator/Labourer carries out a variety of works operations necessary for maintaining roads, water systems, other infrastructure and municipal property in a condition safe for public use and the environment.</p>

Key Responsibilities	Tasks	Percent of Time
Water and Waste Water Operations	<ul style="list-style-type: none"> -Daily testing, sampling, lab -Work and data recording as assigned by Supervisor. -Maintains, tests, and inspects all water mains, water shutoffs, hydrants, service connections & waste water collection system. -Maintain storm water systems within the urban areas of Dundalk. -Cover as scheduled after hours and weekend standby requirements for emergency service needs for the water works system. -Complete testing and maintenance of rural water systems. Work with other water operations staff and assign as required. -Complete training course necessary to maintain all MOE operator licenses for water and waste water certification. 	
Roads Maintenance	<ul style="list-style-type: none"> -Loose top maintenance. -Winter control (plowing, spreading sand and salt, snow removal, snow fence erections and removal, winter damage, etc.) -Roadside maintenance (cold mix/hot mix repairs, patching, sweeping, shoulder re-gravelling and dragging, washout repairs, grass trimming, etc.) -Tree removal and planting. -Maintain culverts, ditches and storm drains. -Bridge maintenance (replacing railings, painting). -Maintain sidewalks & parking areas. 	
Roads Equipment	<ul style="list-style-type: none"> -Operates and maintains all equipment; trucks, sander, plow, tractors/mowers, grader, street sweeper, grinder, wood chipper, excavator and wheel loader. 	
Roads Construction	<ul style="list-style-type: none"> -Installation of sidewalks, including forming, pouring and cement finishing. 	
Roads Safety Devices	<ul style="list-style-type: none"> -Sign installation and maintenance, guidepost repair etc. 	
Roads Yard Maint.	<ul style="list-style-type: none"> -Repair of large and small equipment, painting and some building repairs. Maintain inventory of supplies and equipment. 	
Other	<ul style="list-style-type: none"> -Performs all other duties as assigned by Supervisors. -Represents the Municipality when performing day-to-day duties (i.e. contact with public). 	

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses	High School Diploma
<input checked="" type="checkbox"/> License or Professional Designation	DZ or AZ Driver's license Water, Wastewater Licenses
<p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Discuss: Courses on environmental services.</p>	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Health and Safety & WHMIS	1 month and ongoing
Equipment Training (Grader, Snow Plow, etc.)	6 months and ongoing
First Aid and CPR	1 year and ongoing
Surface Mining Certification	1 year
Classroom training for Ministry of Environment for Water Systems Operator	Mandatory – 30 hours classroom training and 12 to 36 months to receive Licence (water/waste water) – Continuous training

3) Work Experience

Experience	Minimum Years Required
- Heavy machinery experience.	3 years
- Construction experience and work with Municipal roads infrastructure.	2 years
- Water / Wastewater experience	An asset

4) Other Key Skills:

<ul style="list-style-type: none"> - Good verbal and written communication skills - Team player - Mechanical skills
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5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other depts.) Supervisor (your dept.) Supervisor (other dept.) Dept. Head (your dept.) Dept. Head (other depts.) Staff (other municipalities)	Frequently Occasionally Frequently Occasionally Frequently Seldom Seldom		
External Contacts	Frequency	Purpose	Method
Ratepayers Children/Students Seniors Suppliers General Public Business Representatives Consultants, Engineers, Planners Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers group Other: Specify Below	Frequently Seldom Seldom Seldom Occasionally Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom		
<p>Interpersonal skills:</p> <p>Communicating with the public in handling complaints; working cooperatively; responding to basic needs or requests; advising; extending common courtesy, identifying needs.</p>			

6) Decision Making

- Daily supervision from Supervisor. Make on-site decisions when working with equipment in the field (i.e. road work). Judging road conditions, particularly in the winter.
- Alarm call/off hour activities require some decision-making, troubleshooting and problem solving.

7) Problem Solving Responsibilities

- Must use good health and safety practices at all times.
- Water system alarms – On-call to troubleshoot and provide remedy and/or information about situation to the Supervisor.
- Off hours – call ins – Water and wastewater collection and well site problems, road and public safety hazards; i.e. fallen trees, floods, etc.

8) Equipment & Technology Utilized

- Operating heavy equipment such as; trucks, sander, plow, tractors/mowers, grader, street sweeper, grinder, wood chipper, excavator and backhoe.
- Work with chemicals and construction materials.
- Must wear safety equipment on the job.
- Chlorine residual analyzer and turbidity analyzer.
- SCADA system (supervisory control and data acquisition). PH meter. Leak detection equipment. Global positioning system and valve exercising equipment (downloadable information capability).

Section C: Responsibility

1) Program Delivery

- Considerable portion of work time is spent outdoors and some in the works garage, wells or wastewater type of environment.
- Working on construction sites where responsible for safe work practices and public safety measures.
- From time to time, will report directly to other Works Yards for assignment.
- Maintain all Ministry of Environment operator licenses for water and waste water certification.

2) Impact and Accountabilities

- Must use good health and safety practices at all times.
- Mistakes can impact health and safety of public.
- Held accountable by Ministry of Environment for ensuring safety of public drinking water.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	

Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Ensure regulations are met for Ministry of Environment, Ministry of Highways and M.O.L. Responsible for maintaining accurate information, files and data.

5) Financial Resources

No financial responsibility.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting			x		
Standing				x	
Noise Exposure				x	
Adverse Temperature					x
Pushing/Pulling				x	
Lifting/Carrying				x	
Dust				x	
Odors				x	
Other (Specify) Physical Aspects					
Confined spaces				x	
Sleep Deprivation (Alarms)			x		

2) Health & Safety Hazards

- Work regularly with wide variety of large and small equipment.
- Handling chemicals (chlorine) and construction materials.
- Weather conditions – icy roads, snowstorms, traffic, etc.
- Lagoon and sewage treatment environment (odour, body fluids, etc.)

Health and Safety Responsibilities

- Responsible for physical health and safety of general public.
- Be aware of safe operating procedures for all equipment and work sites.
- Must wear safety equipment on the job.
- Training for surface miner, traffic control, First Aid & CPR, WHMIS, confined space entry.

3) Travel

Travel within Township and outside of the Township when required to attend training courses.

4) Driving

Job duties include driving truck within municipality.

5) Mental Environment

Considerable portion of work time is spent outdoors and in garage environment.

Extraordinary and long hours, severe weather conditions, emergency situations, monotony and working alone contribute to stress.

Section E: Effort

1) Mental Effort

- Equipment operation requires concentration for safety and efficiency.
- Meeting deadlines.
- Water operation duties require another level of concentration due to the responsibility associated with ensuring the safety of the water supply and system.
- Dealing with public hostility.
- Must maintain a calm attitude under adverse conditions.

2) Physical Effort

- Working outside in all weather conditions: must be physically capable of working in

varying conditions.

- Heavy lifting, sitting long periods of time.
- In winter months and during emergency situations, can work extraordinary and long hours.

Section F: Additional Information

The licenses required for this position are the same licenses required for all water, wastewater operators. The fact that we do not spend 100% of our time performing these duties is irrelevant. The responsibility is the same. Maintaining water systems is evolving from a public works position to a public health position. This must be recognized.

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____