

Township of Southgate

Job Description

Date of Update: May 29, 2013	TAPS Operator/Labourer (Seasonal)
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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: TAPS Operator/Labourer (Seasonal)	Supervisor's Job Title: Lead Hand and/or Public Works Foreman/Fleet Manager
Standard hours of work per week: 40 hours per week	Eligibility to Group Insurance NO Eligibility to OMERS: Yes – Non-FullTime (NFT)
Location of Position: Holstein, Hopeville, Dundalk	Department/Division Transportation & Public Safety
Employment Status: Seasonal (Winter Season from Nov 15 th to Mar 31 st)	Pay Band: 12

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

Under the daily supervision of the Lead Hand or the Public Works Foreman, the Heavy Equipment Operator/Labourer carries out a variety of works operations necessary for maintaining roads, other infrastructure and municipal property in a condition safe for public use including snow removal.

Key Responsibilities	Tasks
Maintenance	<ul style="list-style-type: none"> - Loose top maintenance. - Winter control (plowing, spreading sand and salt, snow removal, snow fence erection and removal, winter damage, etc.). - Performs an early morning Winter Patrol on a rotating basis. - 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 and ditches. - Bridge maintenance (replacing railings, painting). - Maintain sidewalks & parking areas.
Equipment	<ul style="list-style-type: none"> - Operates all equipment; trucks, sander, plow, tractors/mowers, grader, street sweeper, grinder, wood chipper, excavator and wheel loader.
Construction	<ul style="list-style-type: none"> - Installation of sidewalks, including forming, pouring and cement finishing.
Safety Devices	<ul style="list-style-type: none"> - Sign installation and, maintenance, guide post repair, etc.
Regular Maintenance	<ul style="list-style-type: none"> - Maintain all equipment including some fabrications as required to carry out daily operations.
Other	<ul style="list-style-type: none"> - Performs all other duties as assigned by Supervisor. - 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 and AZ Driver's licence

Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?

Yes No

Discuss:

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Workplace Health and Safety Plow/Winter Maintenance Certificate WHMIS CPR, First Aid Surface Mining	Annually Bi-annually Annually Every 3 years Within 1 year

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> - Heavy equipment operating experience. - Health and safety training. - Construction experience. - Wheel/Rim installation. - Chainsaw course. 	1 – 2 years 1 – 2 years An asset An asset An asset

4) Other Key Skills:

<ul style="list-style-type: none"> - Good communication skills. - Team player. - Mechanical skills. - Good work ethic.
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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	Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom		
Interpersonal skills: Communicating with the public in handling complaints; working cooperatively; responding to basic needs or requests; common courtesy; identifying needs.			

6) Decision Making

Daily supervision from Lead Hand or Public Works Foreman
Make on-site decisions when working with equipment in the field (i.e. road work).
Judging road conditions, particularly in the winter.

7) Problem Solving Responsibilities

Must use good health and safety practices at all times.
Occasionally expected to be able to perform roadside repairs to equipment.

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.
Work with shop tools.
Must wear safety equipment on the job.

Section C: Responsibility

1) Program Delivery

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

2) Impact and Accountabilities

Must use good health and safety practices at all times.
Improper maintenance of equipment can lead to costly repairs.
Responsible for ensuring roads are clear and safe for public travel. (In the winter time when it is storming, everyone else is supposed to stay home due to road conditions, and we have to make sure we get to work to keep it possible for essential emergency services to perform their duty.)

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

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					

2) Health & Safety Hazards

- Work regularly with wide variety of large and small equipment.
- Handling chemicals (exposure to hazardous gases/fumes), and construction materials.
- Weather conditions – icy roads, snowstorms, traffic, 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.

3) Travel

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

4) Driving

KM's vary.

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

Dealing with public hostility.
Maintain a calm attitude under adverse conditions.
Meeting deadlines.

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.

Section F: Additional Information

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.

[Empty box for supervisor comments]

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____