



Position Description

Position Title:	Roads Operator I	Department	Public Works
Effective Date:	March 6, 2021	Revised:	August 23, 2024
Reports To:	Roads Working Lead Hand	Status:	Full-time
Direct Reports:	None	Indirect Reports:	None

Position Summary / Main Purpose

Under the supervision of the Roads Working Lead Hand, the Roads Operator I performs the operation, maintenance and monitoring of roads in compliance with applicable legislation and Township standards.

This position is deemed to be an "Essential Service" in the event of an emergency.

Key Duties and Responsibilities

1. **Roads Maintenance (90%)**
 - a. Completes maintenance of roads, ditches, road allowance areas and other Township facilities to meet or exceed minimum maintenance requirements under the *Municipal Act* and to extend the life of Township assets
 - b. Completes roadside mowing, brushing, ditching, cleaning catch basins and dry wells, debris and litter pick-up and leaf collection
 - c. Completes hardtop road maintenance including patching and spray patching, sweeping, flushing and cleaning and shoulder maintenance
 - d. Completes loasetop road maintenance including patching and washouts, grading and scarifying, dust control and gravel resurfacing
 - e. Prepares roads and ditches, installing new culverts if needed in preparation for road resurfacing
 - f. Completes safety device inspection and maintenance including vehicles, signs, and guardrails
 - g. Completes routine patrols of Township roads to verify that road conditions meet or exceed the minimum maintenance standards as defined in the *Municipal Act*
 - h. Operates tandem or single axle snow plow to remove snow and/or salt & sand roadways in accordance with minimum maintenance standards
 - i. Completes waste removal including heavy items, dead animals, leaf and brush pick up
 - j. Completes spring clean-up operations, sweeping winter sand off roads and in areas of excess, repairing lawns and cleaning up snow storage areas
 - k. Installs new and replaces damaged/faded road and bylaw signs
 - l. Implements traffic control plans for construction sites and roadside operations in accordance with the Ontario Traffic Manual Book 7 including sign placement and flagmen duties
 - m. Monitors road conditions and notifies the Works Superintendent or takes appropriate action when road conditions are unsafe due to weather or other conditions
 - n. Completes cleaning of catch basins with contractor, inspecting basins for cleanliness and condition
 - o. Uses equipment to maintain the Township gravel pit when required



- p. Operates loaders, trucks, and small tractors
- q. In the absence of the Working Lead Hand or Works Superintendent, monitors construction projects, organizes equipment and troubleshoots issues that may arise to keep projects on time
- r. When needed may be required to assist with facility and grounds maintenance
- s. Ensures compliance with legislation applicable to scope of work being undertaken including but not limited to:
 - Occupational Health and Safety Act
 - Municipal Act
 - Highway Traffic Act
 - Minimum Maintenance Standards
 - Ontario Traffic Manual Book 7
 - Fisheries Act
 - Drainage Act
 - Aggregate Resources Act
 - Mining Act
 - Township Policies and Procedures

2. Training & Administration (10%)

- a. In the absence of the Working Lead Hand or Works Superintendent, an Operator 2 will hold daily tail gate meetings at work projects to organize the activities of workers, answer any questions or concerns, explain any health and safety requirements and the role of each worker on site
- b. Provides training to summer students and new employees as required
- c. Completes individual timesheet and journal/diary entries daily

Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Working Relationships

Inside the Corporation:

- A range of interpersonal skills are used to perform activities such as listening to specific directions regarding work tasks to be completed, asking questions when necessary, and gaining the cooperation of others to complete work tasks
- Communications occur with other labourers, contractors and equipment operators in the immediate work area as well as Roads Working Lead Hands and the Works Superintendent regarding daily work tasks and assignments

Outside the Corporation:

- Interpersonal/communication skills used include listening to questions and concerns from taxpayers, asking questions to get information and providing the necessary responses to questions and concerns



Education / Experience / Skills Training

- Excellent knowledge of heavy trucks and equipment acquired through practical experience
- 3-5 years' related work experience or equivalent is preferred
- Valid Class "DZ" Driver's License in good standing and loader experience
- Surface Miners Certificate is an asset
- Secondary School (Grade 12) diploma or equivalent.
- Knowledge of regulations relating to salt management, minimum maintenance standards, gravel pit operation, drivers hours, drainage etc.
- Good knowledge of the Occupational Health and Safety Act and Safety procedures.
- Good interpersonal, public relations, communication, time management and record-keeping skills are a necessity
- Self-starter, able to complete all tasks independently with minimal supervision
- Ability to maintain confidentiality of information is critical

Outcomes of Error

- Mistakes or errors can result in health and safety issues for employees and the general public if safe work practices are not followed
- Activities subject to scrutiny from external inspectors

Physical and Mental Demands

Physical Environment:

- Activities will be split between vehicle and outside work. Extensive and prolonged driving is required
- Working environment contains some serious risks or discomforts, which require additional safety precautions. i.e. traffic control, trenching, extreme weather conditions etc.
- There is a requirement to wear safety equipment such as gloves; hard hat; steel toe boots; safety glasses; and vests
- Will require working alone, dealing with potentially verbally, and physically hostile individuals and possibly coming into contact with aggressive dogs

Physical Effort:

- Lifting or moving objects 10 to 25 lbs., occurs regularly and there is an occasional requirement to lift or move objects over 50 lbs., such as grader blades; cutting edges; tires; guardrail posts; signs and structures
- Driving heavy equipment and vehicles in the performance of daily activities requires sitting for extended periods
- Standing for extended periods on construction sites when flagging
- Manual or physical activities include using gross motor skills; using machinery or equipment that requires controlled movement; operating equipment and maintaining physical balance
- Occasional requirement for fine finger or precision work; using hand tools that require accurate control and steadiness; and using equipment that requires rapid physical



movement and reflexes

Sensory Demands:

- Visual concentration or alertness is required when operating heavy equipment to ensure the safety of the work crew and the general public; inspecting equipment; installing signage, etc.
- Auditory concentration or strain is experienced when listening to heavy equipment for unusual sounds to identify any problems with equipment and when communicating with supervisors and employees in a noisy environment
- Repetition requiring alertness is experienced when driving for extended periods

Mental Demand (Stress):

- Interruptions and lack of control over work pace can occur with equipment breakdown; change in work priorities; staff shortages; and adverse weather conditions such as freezing rain events and white outs
- Activities subject to scrutiny from external inspectors
- Will require dealing with potentially verbally, and physically hostile individuals

Working Conditions

- 40 hours per week
- Required to be on-call after normal working hours (early mornings, evenings, nights and weekends).
- Will be called into work after or before normal working hours (evenings, night, weekends) in the event of an emergency, for road closures or for snow removal operations, often during extreme weather events

Confidentiality

- Must comply with the confidentiality standards of the Township

Review

Reviewed By: Public Works Superintendent

Date: August 23, 2024