



# Job Description

## POSITION TITLE:

Crewperson

## DEPARTMENT:

Public Services

## TITLE OF IMMEDIATE SUPERVISOR:

Operations Supervisor

## STATUS/HOURS OF WORK:

Full-time; 40-hour work week

Long hours may be required during storm conditions and employees are on call at all times and may be called in at any time during storm conditions.

## PURPOSE OF POSITION:

To operate a wide range of vehicles and equipment in the provision of safe and clean roadways within the Township.

## RESPONSIBILITIES:

1. Operate most vehicles and equipment including road graders, tandem trucks, sanders, front end loader, backhoe, tractors with various attachments as well as a full range of power tools and equipment.
2. Service, wash and perform all types of repairs, including mechanical, on all vehicles and equipment.
3. Prepare, prime and paint vehicles, equipment, bridges as required.
4. Repair, replace and/or install signs, fences, safety devices, culverts, catch basins and drainage pipes.
5. General roadside maintenance including planting, trimming and/or removal of trees and brush along road, litter and debris pick up, roadside weed cutting and spraying.
6. Inspect and clean culverts, catch basins, curbs, gutters and storm sewers.
7. Patch road holes with cold or hot mix asphalt, fill cracks with liquid tar.
8. Report road conditions, damage, vandalism to Operations Supervisor.
9. Clean garage bays and compound.
10. Survey and set road contours and elevations and monitor road grades as grading is taking place.

11. Weld and solder equipment during repairs and fabricate grates and other equipment and supplies as necessary.
12. Comply with the occupational Health and Safety Act, Ministry of Labour along with all Township Training, Policies and Procedures.
13. Other duties as assigned.

### QUALIFICATION REQUIREMENTS:

At least three (3) years experience working with heavy machinery such as road graders, loaders, backhoes.

Minimum two (2) years CVOR, tandem or tri-axle dump truck driving experience.

Must possess a class "DZ" driver's licence.

Ontario Secondary School Diploma (Grade 12).

### KNOWLEDGE AND SKILLS:

Knowledge of road construction techniques.

Must have good welding and metal fabricating skills.

Must have, or be willing to complete, a recognized equipment maintenance course.

### WORKING RELATIONSHIPS:

**Internal:** Maintains harmonious relations with Public Works staff.

**External:** Maintains tactful relations with members of the general public; explains public works operations carefully and responds to questions and complaints courteously and diplomatically.

**Supervisory:** Takes direction from the Director of Public Services.

### IMPACT OF ERROR:

Operator errors could reduce public safety and result in serious liability for the municipality.

### WORKING CONDITIONS:

Work is subject to interruptions, some exposure to physical hazard and to severe weather conditions. Duties are often performed in less-than-ideal working conditions including snow, freezing rain, heavy rain and high wind conditions.

Heat and cold are hazards of the job. Exposure to machine noise and fumes associated with a works garage. Long hours may be required during winter storm conditions and employees are on call at all times and may be called in at any time during storm conditions.