



## Job Description

<b>JOB TITLE:</b>	Operator (Seasonal Contract)
<b>DEPARTMENT:</b>	Development and Operations
<b>SUPERVISOR'S TITLE:</b>	Supervisor, Operations
<b>SUPERVISES:</b>	DIRECTLY: None INDIRECTLY: None
<b>JOB DESCRIPTION DATE:</b>	October 2021

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### **POSITION SUMMARY**

Responsible for year-round operations and maintenance of municipal assets and infrastructure system. This also includes maintenance of municipal owned properties, equipment, fleet and buildings.

The position will offer 40 hours per week, with varying shifts including weekends. The duration of the contract is from April 2023 to November 2023.

### **DUTIES AND RESPONSIBILITIES**

- a) Winter Maintenance
  - Snow plowing, sanding and salting of municipal streets, sidewalks, and parking lots.
  - General maintenance of municipal fleet and equipment. ie; greasing equipment, washing, and cleaning.
  - Maintenance and clearing of storm drains, catch basins, curbs through freeze thaw cycles.
  - Energetic and positive attitude while working in stressful public situations and poor weather conditions.
  
- b) Spring/Summer Maintenance
  - Performs repairs and maintenance to municipal parks, park equipment, irrigation systems, clean and repair park facilities.
  - Asphalt cold patch repair and patching.
  - Maintain all municipal recreational fields, open spaces, and gardens.
  - Line painting.

- Municipal tree cutting and removal.
  - Municipal playground inspections.
- c) Fall Maintenance
- Snow fence installation.
  - Remove, service and store seasonal equipment.
  - Winterize town facilities.
  - Prepare snow removal equipment and install plows on designated trucks.
- d) Other Duties
- Installation and maintenance of safety devices and road signs.
  - Maintenance of culverts roadsides and roadways.
  - Cemetery site preparation for burials and assist with burial events as required.
  - Install and remove seasonal decorations and banners as required at Municipal facilities and streetlights.
  - Prepare municipal sites for public events.
  - Respond to emergency services for road closures, accident assistance, etc.
  - Available for rotational emergency, on-call, and after-hours response to quickly assess and coordinate emergency incidents.
  - Debris, litter, and deceased animal removal on all municipal property, including but not limited to streets, sidewalks and parks as part of patrol.
  - Ability to perform labour intensive tasks including ability to lift up to 50 lbs (23 kg).
  - Work in a safe manor in compliance with the Occupational Health and Safety Act, applicable legislation, and departmental policies/procedures/practices and operational guidelines.
  - Participate in regular municipal training as required.
  - Other duties as assigned by the Supervisor, Manager, Director or designate.

### **QUALIFICATIONS AND EXPERIENCE**

- Ability to provide a clean criminal and vulnerable sector check.
- Completion of grade 12 or equivalent.
- Class G driver's license in good standing.
- Class AZ or DZ driver's license in good standing.
- Minimum of one-year related experience.
- Experience with plow and wing operations.
- Experience with snow removal and/or heavy equipment operation.
- Experience with trackless sidewalk machine.
- Experience with other related equipment (i.e., brush chippers, chainsaws, small hand tools, etc.).

- Experience using push mowers, riding lawn mowers, large tractors with under carriage mower decks and weed trimmers.
- Perform daily logbook entry and record keeping.
- WHMIS training or obtained within 3 months of hiring.
- Knowledge of Occupational Health and Safety Act, The Highway Traffic Act, OTM Book 7 for proper setup of Traffic Control Devices and Regulation 239/02, minimum maintenance standards for Municipal Highways.
- First Aid & CPR training would be an asset.

## **SKILLS**

- Good organization and task scheduling skills.
- Excellent customer service and communication skills while working in stressful public situations.
- Proficiency in operation of heavy machinery and equipment.
- Ability to operate effectively as a member of a work crew, however able to work independently with minimal supervision while on assignment.
- Ability to maintain tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature and to maintain confidentiality.
- Strong understanding of operating procedures and health and safety rules.

## **Working Conditions:**

- Working hours are 40 hours per week.
- Must provide your own CSA approved safety footwear.
- Physical demands require standing, walking, climbing, sitting, pulling, pushing, and lifting of equipment or products as required.
- Working conditions include an outdoor environment with exposure to inclement weather.
- Working conditions may include handling of cleaning chemicals and exposure to chemical cleaning products, cleanup of product(s) with odours or unpleasant smells and noise.
- Ability to work overtime as assigned.
- This position is Grade 6. The 2023 hourly rate is \$27.80 - \$31.48

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including

pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.