
TOWN OF MISSISSIPPI MILLS

JOB DESCRIPTION

JOB TITLE: Operator I **REVISED:** July 3, 1997

DEPARTMENT: Roads and Public Works **PAGE:** 1 of 2

DIVISION:

DIRECTLY RESPONSIBLE TO: Foreman

INDIRECTLY RESPONSIBLE TO: Director of Roads and Public Works

MAIN PURPOSE:

Implementation of duties as instructed by Foreman and Director of Roads and Public Works relating to operation of equipment, and equipment maintenance as necessary to carry out functions of the Roads and Public Works Departments, as well as engaging in manual labour.

KEY RESPONSIBILITIES:

1. Perform tasks related to the scheduled maintenance of and/or installation of the storm sewer, sanitary sewer, water and road systems as assigned by the Foreman.
2. Perform emergency repairs as required to the storm sewer, sanitary sewer, water and road systems.
3. Perform winter maintenance of the road system by operating snowplow or sand/salt truck as required including evenings and weekends.
4. Perform maintenance of the roadside and other town owned property including signage, litter pick-up, tree planting, trimming, removal and grass cutting.
5. Perform work on works department construction projects.
6. Complete own time cards daily.
7. Respond to after hours complaints when designated.
8. Perform required maintenance on all Public Works Equipment, to ensure equipment is in good repair.
9. Adhere to safety regulations at all times.
10. Operate all equipment required to perform the above duties including the operation of a grader.
11. Perform general labour duties as required.

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12. The above generally describes the duties involved with this position. However, municipal work is varied in nature and the works department staff is small, therefore, employees will be required to perform duties in addition to the above from time to time as directed by the Foreman.

EDUCATION/EXPERIENCE/SKILLS TRAINING

- High School Graduate (Grade 12).
- Minimum of three years experience relevant to key responsibilities.
- Valid Class AZ driver's license.
- Good oral communications skills.
- Good public relations skills.
- Ability to work with minimal supervision.

WORKING RELATIONSHIPS:

Internal: Department Head, Immediate Supervisor and other Department Employees.
Employees of other municipal departments.

External: Various contractors and consultants, suppliers, and the general public.

WORKING CONDITIONS:

Both Inside and Outside work in all seasons.

Required to work 40 hours per week.

Overtime/weekend work may be required with the compensating time off in lieu.

Compensating time off not to exceed 40 hours without prior approval of Supervisor and/or Director.

Compensating time off to be approved by Supervisor and/or Director.

On call duty will be required.

Skills training may be required periodically.

Subjected to hazardous chemicals.