



POSITION DESCRIPTION

POSITION:	SEASONAL OPERATOR
DEPARTMENT:	PUBLIC WORKS
CURRENT ISSUE:	AUGUST 2026
NEXT REVISION:	AUGUST 2031
AFFILIATION:	CUPE

POSITION SUMMARY:

Reporting directly to the Operations Manager, the Seasonal Operator is responsible for the operation and maintenance of equipment as necessary to carry out the functions of the Roads and Public Works Department. Direction and performance of manual labour may also be required as needed ensure the efficient operations of the department.

DUTIES AND RESPONSIBILITIES:

1. Assist with tasks related to the scheduled maintenance of and/or installation of the storm sewer, sanitary sewer, water and road systems as assigned by the Operations Manager.
2. Assist with emergency repairs as required to the storm sewer, sanitary sewer, water and road systems.
3. Perform winter maintenance of the road system by operating snow-plow or sand/salt truck as required including evenings and weekends.
4. Perform maintenance of the roadside and other municipal 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. Perform required maintenance on all Public Works Equipment, to ensure equipment is in good repair.
8. Adhere to safety regulations at all times.
9. Capable of operating equipment required to perform the above duties and winter maintenance (all light equipment and most heavy equipment owned by the Municipality) and performs basic maintenance on vehicles and equipment, to ensure equipment is in good repair.
10. Perform general labour duties as required.
11. 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 Operations Manager.

QUALIFICATIONS:

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

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Operations Manager & Director of Public Works.

TITLE**SIGNATURE****DATE**

Operations Manager

Director of Public Works

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

SEASONAL OPERATOR - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK		FREQUENCY			
		Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position			X		
Standing – remaining on one's feet in an upright position without moving about or combined with walking				X	
Walking – moving about on foot on level or uneven surfaces				X	
Stooping/Bending – bending down and forward at the waist in a sitting or standing position			X		
Kneeling – bending legs to rest on one or both knees			X		
Crouching/Squatting – Bending down and forward by bending legs at knees			X		
Crawling – Moving about on hands and/or knees or feet.			X		
Twisting – Rotating upper torso left and right while sitting or standing			X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.			X		
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.			X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.			X		
Reaching – extending hands and/or arms below, at or above shoulder height			X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping			X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.			X		
Lifting	Under 10 lb. (4.5 kg)		X		
	10 – 20 lb. (4.5 – 9.0 kg)		X		
	20 – 40 lb. (9.0 – 18.0 kg)		X		
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift		X		

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving		X
Risk of Eye Strain	Constant viewing of computer monitors		X
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions		X

WORKING RELATIONSHIPS

Internal	Department Head, Operations Manager, other Department Employees and employees of other municipal departments.
External	Various contractors and consultants, suppliers, and the general public

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	
Stakeholders/Contractors						As team leader and member; supporting departments and unit activities, purchase orders		
Employees/Managers						Communicating, collaboration, consulting, providing direction, Performance accountability		
Members of Council						Providing information, seeking approval/direction		

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses		X				Supporting referred-in workload	X	

ENVIRONMENTAL DEMANDS:

This position requires ability to follow directions and work without supervision. Unexpected changes to workplans due to unforeseen circumstances occur regularly. Working in adverse weather conditions, including both physical labour outside and operating equipment. Driving large trucks or operating heavy equipment in severe weather conditions to perform winter maintenance is common. Exposure to hazardous chemicals, construction sites, uneven ground and walking on hard surfaces can occur often.

WORKING CONDITIONS:

This position is required to work regular full-time hours in an indoor /outdoor environment. However, additional hours may be required to complete projects. This position also requires the staff member to be available to be called in to work at any hour of the day for winter maintenance or emergency activities. Rotating on-call duties for after hours response may be required.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No**THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:**

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent