

Township of Southgate

Job Description

Date of Update: May 29, 2013	TAPS Seasonal Operator/Labourer
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Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: TAPS Seasonal Operator/Labourer	Supervisor's Job Title: Public Works Lead Hand
Standard hours of work per week: 40 hours per week Winters include early call-ins Wednesday to Sunday shift	Eligibility to Group Insurance: No Eligibility to OMERS: Yes – NFT (non-fulltime)
Location of Position: Hopeville Works Depot	Department/Division Transportation & Public Safety
Employment Status: Seasonal Hourly	Pay Band: 12

2) Scope of Position (A maximum of three sentences.)

Under the daily supervision of the Lead Hand or the Public Works Foreman/Fleet Manager, the TAPS Seasonal Operator/Labourer carries out a variety of works operations necessary for maintaining roads, water systems, other infrastructure and municipal property in a condition safe for public use and the environment.

Key Responsibilities	Tasks	Percent of Time
Maintenance	- Loose top maintenance. - Winter control (plowing, spreading sand and salt, snow removal, snow fence erection and removal, winter damage, etc.). - Roadside maintenance (cold mix/hot mix repairs, patching, sweeping, shoulder re-gravelling and dragging, washout repairs, grass trimming, etc.) - Tree removal and planting. - Maintain culverts, ditches and storm drains. - Bridge maintenance (replacing railings, painting). - Maintain sidewalks & parking areas.	55%
Equipment	- Operates all equipment including trucks, sander, plow, tractors/mowers, grader, street sweeper, grinder, wood chipper, excavator, brusher and wheel loader.	15%
Construction	- Re-building roads. Replacing culverts. Repaving and surface treatment.	10%
Safety Devices	- Sign installation and, maintenance, guidepost repair, etc.	5%
Yard Maintenance	- Repair of large and small equipment, painting and some building repairs. - Maintain inventory of supplies and equipment.	15%
Other	- Performs all other duties as assigned by Supervisor. - Early morning call-ins for snow removal. - Represents the Municipality when performing day-to-day duties (i.e. contact with public).	

Section B: Skills

1) Formal Education and External Training

Highest level required ☒ High School ☐ Vocational School ☐ Community College ☐ University Degree ☐ Individual Courses ☒ License or Professional Designation	Specific Specialty or Degree? (List) High School Diploma DZ or AZ Driver's licence required
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars? ☒ Yes ☐ No Discuss:	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Health and Safety	1 week
Equipment Training (Grader, Snow Plow, etc.)	1 month
WHMIS	1 week
First Aid and CPR	As Required

3) Work Experience

Experience	Minimum Years Required
- Heavy machinery experience. - Construction experience and work with Municipal roads infrastructure.	2 to 3 years An asset

4) Other Key Skills:

- Road School (Mahoney) - Good communication skills. - Team player. - Mechanical skills.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other depts.) Supervisor (your dept.) Supervisor (other dept.) Dept. Head (your dept.) Dept. Head (other depts.) Staff (other municipalities) Administrator Ratepayers Children/Students Seniors Suppliers	Frequently Occasionally Frequently Occasionally Frequently Seldom Seldom Seldom Seldom Seldom Seldom		
External Contacts	Frequency	Purpose	Method
General Public Business Representatives Consultants, Engineers, Planners Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers group Other: Specify Below	Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom		
Interpersonal skills: Communicating with the public in handling complaints; working cooperatively; responding to basic needs or requests; advising; extending common courtesy, identifying needs.			

6) Decision Making

- Daily supervision from Lead Hand. Make on-site decisions when working with equipment in the field (i.e. road work). Judging road conditions, particularly in the winter.
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7) Problem Solving Responsibilities

- Responsible for decisions concerning maintenance of municipal road standards on a day-to-day basis, including winter control.
- Occasionally expected to be able to perform roadside repairs to equipment.

8) Equipment & Technology Utilized

- Operating heavy equipment such as; trucks, sander, plow, tractors/mowers, grader, street sweeper, grinder, wood chipper, excavator and backhoe.
- Work with chemicals and construction materials.
- Must wear safety equipment on the job.

Section C: Responsibility

1) Program Delivery

- Considerable portion of work time is spent outdoors and in garage environment.
- Working on construction sites where responsible for safe work practices and public safety measures.
- From time to time, will report directly to other Works Yards for assignment.

2) Impact and Accountabilities

- Must use good health and safety practices at all times.
- Responsible for ensuring roads are clear and safe for public travel. (In the winter time when it is storming, everyone else is suppose to stay home due to road conditions, and we have to make sure we get to work to keep it possible for essential emergency services to perform their duty.)
- Improper maintenance of equipment can lead to costly repairs.

3) Supervision

Direct Subordinates – Job Titles		Number of Staff
N/A		
Indirect Subordinates – Job Titles		Number of Staff
N/A		
Provides training/instruction to others – Job Titles		Number of Staff
N/A		

4) Material and Information Resources**5) Financial Resources**

No financial responsibility.

Section D: Working Conditions**1) Physical Environment**

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				x	
Standing		x			
Noise Exposure					x
Adverse Temperature				x	
Pushing/Pulling			x		
Lifting/Carrying			x		
Dust			x		
Odors			x		
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

- Work regularly with wide variety of large and small equipment in a safe manner.
- Handling chemicals and construction materials.
- Weather conditions – icy roads, snowstorms, traffic, etc.
- Irregular and long hours.

Health and Safety Responsibilities

- Responsible for physical health and safety of general public.
- Be aware of safe operating procedures for all equipment and work sites.
- Must wear safety equipment on the job.

3) Travel

Within Township and outside of the Township when required to attend training course.

4) Driving

- 2,000 to 3,000 km. per month.

5) Mental Environment

Considerable portion of work time is spent outdoors and in garage environment.

Extraordinary and long hours, severe weather conditions, emergency situations, monotony and working alone contribute to stress.

Requirement to be on call for early call-ins during the winter season for snow removal/sanding duties; this includes weekend shifts.

Section E: Effort

1) Mental Effort

- Dealing with public hostility.
- Maintain a calm attitude under adverse conditions.
- Meeting deadlines.
- Equipment operation requires concentration for safety and efficiency.

2) Physical Effort

- Working outside in all weather conditions: must be physically capable of working in varying conditions.
- Heavy lifting, sitting long periods of time.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____