



Come for a visit. Stay for a lifestyle.

The Municipality of Trent Hills
Invites Applications for the Positions of

Temporary Equipment Operator
November 2023 – April 2024

Casual Equipment Operator
November 2023 – April 2024

Temporary Winter Patrol/Night Patrol
November 2023 – April 2024

The temporary Equipment Operator will provide a variety of construction, maintenance (regular and winter) and repair services to roads, roadsides, signs, culverts and drainage features, public property and other municipally owned infrastructure for the safety and convenience of the public and will assist in other areas of the Public Works operations.

Casual Equipment Operators are employed by the Municipality on an as needed basis and perform the same duties as the temporary Equipment Operator.

The Winter Patrol/Night Patrol will provide a variety of duties including but not limited to patrol and record weather and road conditions, equipment and road maintenance (regular and winter), services to roads, roadsides, signs, public property and other municipally owned infrastructure for the safety and convenience of the public.

Temporary and Casual Equipment Operator Qualifications:

- Minimum Grade 12 Diploma with preference for technical studies or equivalent industry courses in heavy equipment operations;
- One (1) to three (3) years' experience in a public works environment and road construction, winter control operations and maintenance, and related heavy equipment operations including but not limited to backhoe, grader, loader, plow equipment, etc.;
- Minimum Class "D" drivers license, Z endorsement;
- Further training on Traffic Flagging, CPR, First Aid and WHMIS; and
- Valid and satisfactory Criminal Background Check and Driver's Abstract.

Temporary Winter Patrol/Night Patrol Qualifications:

- Minimum Grade 12 Diploma with preference for technical studies or equivalent industry courses in heavy equipment operations;
- One (1) to three (3) years' experience in a public works environment and road construction, winter control operations and maintenance, and related heavy equipment operations including but not limited to backhoe, grader, loader, plow equipment, etc.;
- Minimum class "D" driver's license, Z endorsement;
- Further training on CPR, First Aid, WHMIS;
- MMS for Municipal Highways Regulation 239/02; and
- Valid and satisfactory Criminal Background Check and Driver's Abstract.

The pay range for these positions is \$26.20 - \$30.33 per hour.

Resumes will be received until **2:00 p.m. on Wednesday, August 23, 2023**. Please send resumes to the following address clearly indicating the position applying for:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email kari.petherick@trenthills.ca if you require an accommodation to ensure your participation in the recruitment and selection process.



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Position: Equipment Operator
Department: Public Works
Reports to: Manager of Roads and Urban Services, Assistant Manager of Roads and Urban Services, Roads Leadhand

Union Affiliate

Position Summary:

Equipment Operator is required to provide a variety of construction, snow and ice removal, maintenance and repair services to roads, roadsides, signs, culverts and drainage features, public property and other municipally owned infrastructure for the safety and convenience of the public and is required to assist in other areas of the Public Works operations.

Duties and Key Responsibilities:

Program/Service

- Performs preventative maintenance, repairing, clearing of debris and/or replacing facility equipment or parts which may, for example, be fouled, show signs of wear, may be leaking, or are broken down;
- Creates detailed reports on all repairs conducted in order to create a performance history, and in accordance with health and safety requirements;
- Maintains an account or inventory of materials at hand, parts and materials used;
- Works with and/or liaison with contractors and repair shops for repairs which cannot be done on site or by on-site personnel;
- Complies with and adheres to established operating procedures and schedules for the facilities, particularly those established for emergency situations;
- Adheres to all applicable policies, guidelines and regulations;
- Reports to the Manager of Roads and Urban Services and/or Assistant Manager of Operations any non-compliance situations;
- Maintains a facility log of equipment performance, unusual occurrences and corrective action required, for reference purposes;
- Performs locate services of municipal infrastructure;
- Notifies Managers and Fleet Department of any concerns regarding the repair or safe operation of equipment;
- Performs road patrol duties as required;
- Maintains general cleanliness of grounds;

- Responds to emergency situations;
- Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, and reviews professional journals, to enhance and maintain knowledge of trends and developments;
- Maintains and updates contingency plans and WHMIS data, as assigned;
- Assists in all areas of road and roadside maintenance;
- Operates winter control equipment for snow and ice control, including but not limited to snow plow, sander unit, snow blower, etc. in a safe and efficient manner;
- Provides support to other maintenance staff;
- Maintenance and upkeep of various municipal infrastructure; roads, vehicles, drains, culverts, trees, facilities, streetlights, storm system, etc. in safe operating condition;
- Safe handling of chemicals;
- Maintains records of operation and complete related standard reports;
- Repairs minor mechanical faults to vehicles and equipment by following maintenance and servicing schedules (i.e. clean, lubricate and conduct operational checks on equipment);
- Reports major faults to vehicles and equipment and recommend repairs/replacement;
- Maintains and inspects streets, sidewalks, streetlights, storm system, public buildings and grounds for conformity to municipal/provincial standards and reports deviations to Manager;
- Removes litter, snow, ice and other obstructions from roads and sidewalks and other public properties;
- Cuts and trims trees;
- Practices and observes safety procedures;
- Follows the signals of crew members while operating equipment; and
- Operates heavy equipment to dig trenches, load heavy materials, break rock or concrete, back-fill excavations, scoop and dump materials, grade and level road surfaces, move and remove snow and ice and other related activities.

Administration

- Daily reporting of work performed on standard report forms provided.

Miscellaneous

- Deals continuously and courteously with the public while maintaining a proper image of the Municipality;
- Ensures that stock and tools are properly maintained;
- Responds to request for service from the public as assigned;
- Performs other duties related to the support of the Public Works Department and the Municipality;

- Other duties as assigned related to achieving the objectives of the position; and
- Maintain appropriate liaison with Manager and staff as well as other agencies such as utilities, consultants, provincial officials, etc.

Position Qualifications:

- Minimum Grade 12 Diploma;
- One (1) to three (3) years experience in a public sector works environment and road construction, winter control operations and maintenance and related heavy equipment operations including but not limited to backhoe, grader, loader, snow and ice removal equipment, etc.;
- Preference for technical studies or equivalent industry courses in heavy equipment operations;
- Further training on Traffic Flagging, Confined space, CPR, First Aid, WHMIS;
- Minimum class “D” Drivers license, Z endorsement;
- Desirable Class “A” Drivers license, Z endorsement;
- Good physical condition required to conduct inspections, traverse work sites and perform activities in confined and limited spaces, lift heavy objects (50 lbs or less) and handle tools used in performing related duties;
- Knowledge of:
 - Road and roadside construction and maintenance practices and standards;
 - Heavy equipment operations and routine maintenance;
 - Occupational Health and Safety Act and safe working practices, workplace health and safety standards and practices; and
 - Safe operation of equipment and vehicles.

Key Performance Competencies:

- Ability to work outdoors, in noisy, dusty and dirty environments, confined spaces and in variable weather conditions;
- Ability to work varied shifts, overtime and weekend work;
- Ability to evaluate operation and performance of related storm systems, including input to assist Manager in planning, organizing and directing functions of the division;
- Ability to work safely with others and on your own;
- Ability to record and maintain accurate records;
- Ability to deal effectively with contractors, agencies, utilities and members of the general public in a courteous and helpful manner;
- Ability to sit for long periods of time on vibrating or bouncing machinery;
- Ability to communicate effectively;
- Ability to work varied shifts, overtime and weekend work;

- Ability to safely and efficiently operate a variety of specialized heavy construction equipment, including but not limited to backhoe, grader, loader, snow and ice removal equipment, etc.;
- Ability to perform routine maintenance on specialized heavy equipment;
- Ability to operate smaller hand tools and equipment used in construction (i.e. chain saws, etc.); and
- Ability to lift heavy objects.

Decision Making and Judgement:

Directly supervise by the Leahand or Manager for advice or information regarding assigned duties.

Judgement is exercised in:

- Responding to emergency and call-out situations in an efficient and timely manner;
- Working without supervision once the task has been outlined by the Supervisor;
- Notifying Supervisor of operational problems or issues as necessary;
- Ensuring that work activity is carried out in accordance with the standards maintained and approved by the Municipality; and
- Notifying supervisor of operational problems of the Highway Traffic Act, Ontario Provincial Standards, and Specifications and any other standards maintained by the Municipality.

Planning:

- Plans activities related to work assignments on a day-to-day basis.

Interpersonal Skills/Contact:

- Interpersonal skills to work with co-workers, contractors and provide information to the public.

Internal

- With other co-workers and/or contractors for the purpose of sharing information to complete work assignments.

External

- With the public to provide information, ensuring courteous and tactful relations.

Working Conditions:

Environment

- Work outdoors on a frequent and as is required basis;
- May be exposed to inclement weather and potentially hazardous working environments;
- Work in confined and tight spaces to access parts and sections of equipment requiring maintenance;
- Exposure to hazardous chemicals in the regular performance of the duties of the position; and
- Work overtime and unusual hours to handle public work emergencies.

Impact of Errors:

- Errors could endanger personal or public health and safety create poor public relations, loss of professional credibility; and
- Errors could cause damage to public infrastructure or equipment causing disruptions in service and inconvenience to the public.

Acknowledgement

Employee Signature: _____

Date: _____



Position: Winter Patrol/Night Patrol
Department: Public Works
Reports to: Manager of Roads and Urban Services, Assistant Manager
of Roads and Urban Services, Roads Leadhand
Union Affiliate

Position Summary:

Winter Patrol/Night Patrol is required to assist in all various maintenance tasks associated with upkeep of roads, sidewalks, parking lots and other Municipal facilities.

Duties and Key Responsibilities:

Program/Service

- Operate winter control equipment, including but not limited to snow plow, sander unit, snow blower, etc. in a safe and efficient manner;
- Provide support to maintenance staff;
- Maintenance and up keep of various municipal infrastructure, roads, sewers, sidewalks, vehicles, etc.;
- Repair minor mechanical faults and report major faults to vehicles and equipment;
- Calling in staff to perform winter control duties; and
- Other duties as assigned related to the basic purpose of the position.

Position Qualifications:

- Knowledge of:
 - The Municipality of Trent Hills;
 - Road and roadside construction and maintenance practices and standards;
 - Heavy equipment operations and routine maintenance;
 - Occupational Health and Safety Act and safe working practices, workplace health and safety standards and practices; and
 - Safe operation of equipment and vehicles.
- Minimum Grade 12 Diploma with preference for technical studies or equivalent industry courses in heavy equipment operations;
- One (1) to three (3) years' experience in a public works environment and road construction, winter control operations and maintenance and related heavy equipment operations including but not limited to backhoe, grader, loader, snow and ice removal equipment, etc.;

- Minimum class “D” Driver’s license, Z endorsement;
- Desirable Class “A” Driver’s license, Z endorsement;
- Valid and satisfactory Criminal Background Check;
- Further training on CPR, First Aid, WHMIS; and
- MMS for Municipal Highways Regulation 239/02.

Key Performance Competencies:

- Ability to work outdoors and in variable weather conditions;
- Ability to work with others and on your own;
- Ability to operate heavy equipment and perform routine maintenance;
- Ability to lift heavy objects;
- Ability to work varied shifts.

Working Conditions:

- Work outdoors on a regular basis;
- Frequently exposed to inclement weather and potentially hazardous working environment;
- May be required to work overtime and unusual work hours to handle Public Works emergencies; and
- Errors could endanger personal or public health and safety and could cause damage to public infrastructure or equipment causing disruptions in services and inconvenience to the public.

Acknowledgement

Employee Signature: _____

Date: _____