



## Position Description Equipment Operator/Truck Driver/Labourer

### Position Information

Position Title:	Equipment/Truck Driver/Labourer
Department:	Public Works
Reports To:	Public Works Supervisor
Hours of Work:	40 hours per week with occasional after-hours work
Date Completed:	January 28, 2020
Date Revised:	May 19, 2021

### Reason for Submission

New Position:	
Change in Responsibilities:	
Other (specify):	Update all job descriptions

### Position Summary

The Equipment/Truck Driver/Labourer assists in all public works operations including the collection and transportation of curbside waste and recycling materials. The position assists in the repair, construction and maintenance of municipal roads, equipment, property and other assets.

### Key Accountabilities

*Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).*

Accountability Description	Key Performance Indicators
Maintenance/Waste Control: <ul style="list-style-type: none"> <li>▪ Operate trucks utilized by the public works department in a safe, effective and efficient manner to maintain Township roads and properties.</li> <li>▪ Operate heavy construction equipment utilized by the Public Works department; equipment may be owned, leased or rented by the Township;</li> <li>▪ Provide daily curbside collection of waste and recycling;</li> <li>▪ Repair and maintain water and wastewater infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Safe operation of equipment</li> <li>▪ On-time collection of waste and recycling.</li> <li>▪ Repairs conducted to infrastructure</li> </ul>



Accountability Description	Key Performance Indicators
<ul style="list-style-type: none"> <li>▪ Conduct duties in a professional manner adhering to Township policies, bylaws and expectations.</li> <li>▪ Work in compliance with the provisions of the Occupational Health and Safety Act and Regulations.</li> <li>▪ Perform other related duties as required.</li> </ul>	

**Knowledge, Skills & Experience**

*Identify the minimum education and experience required along with required and preferable skills.*

<b>Education</b>	<ul style="list-style-type: none"> <li>▪ Successful completion of Secondary School Grade 12 Diploma or equivalent.</li> <li>▪ Valid DZ Driver’s License</li> <li>▪ Municipal training in Health and Safety, WHMIS, fork lift, chainsaw, pits and quarries, snow plowing, traffic control, etc.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ 1-2 years of relevant experience in vehicle and maintenance procedures, preferably in heavy equipment maintenance.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Good interpersonal skills to deal politely and establish effective working relationships with employees and the general public.</li> <li>▪ Basic computer skills involving internet browsers and email.</li> </ul>

**Approvals:**

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approved By: \_\_\_\_\_  
 Manager

Approved By: \_\_\_\_\_  
 Chief Administrative Officer

Date: \_\_\_\_\_