



Township of  
**Leeds and the  
Thousand Islands**

## **Job Description**

### **Roads Patrol/Public Works Operator 1**

**Reports To:** Manager of Roads and Fleet

**Subordinate Positions:** None

**Effective Date:** September 2020

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### **Position Summary**

Responsible for performing inspections of all municipal roads for winter maintenance, as well as observe both weather and road conditions in the field and electronically to determine if a winter event response is required. Adheres to the Collective Agreement (CUPE). Provides additional support as a Public Works Operator 1, as needed. During the winter season, must be available to work overnight shifts.

### **Role and Responsibilities**

#### **Seasonal Roads Patrol**

- During the winter season, patrols township roads, records any deficiencies and advises supervisor of work needed to be done, call outs and assignments to crew if supervisor is not available
- Advises supervisor when, based on the Township policies, crews should be called in for winter maintenance of roads
- Operates a low/sander and any equipment required to maintain the Township parks and roads
- Performs routine vehicle maintenance
- Submits detailed log of daily activities and time sheets
- Performs all work in accordance with the Township's safety practices and procedures
- Participates in staff training
- Performs other duties, as requested, and required

## **Job Description: Roads Patrol/Public Works Operator 1**

### **Public Works Operator 1**

- Performs year-round maintenance functions on roads, equipment, and other municipal infrastructure
- Responds promptly to emergency situations, i.e. severe storms, road blockages, winter storm events, etc.
- Operates graders, backhoes, trucks, snowplows, mowers, etc.
- Performs routine vehicle maintenance
- Performs labourer duties and patrols, as required
- Completes daily written reports regarding road work completed and road conditions observed that could require maintenance.
- Assists with road construction, as required
- Completes daily maintenance of equipment logbooks
- Performs all work in accordance with the Township's safety practices and procedures
- Participates in staff training
- Performs other duties, as requested, and required

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this position.

### **Qualifications**

- Completion of OSSD (Grade 12) or equivalent
- A minimum of five (5) years' experience in the operation and maintenance of heavy equipment and machinery, preferably within a municipal setting
- Valid DZ Driver's License
- Working knowledge of all application legislation, by-laws, and policies related to transportation and environmental services in a municipal setting, including use and handling of hazardous waste, chemicals, and materials
- Working knowledge of the skilled operation of similar heavy equipment and machinery and ability to make minor adjustments and repairs on equipment
- Ability to establish effective working relationships and use good judgement and initiative when dealing with coworkers, supervisors, and the public

### **Working Conditions**

- Meeting and dealing with public regularly
- Some degree of accountability/risk due to public exposure

### **Job Description: Roads Patrol/Public Works Operator 1**

- Some work results in exposure to the discomforts of working outdoors in the rain, heat, etc.
- Moderate physical demands including some lifting or walking on uneven surfaces
- Operate a vehicle on a regular basis