



Township of Essa Job Description

Position Title: Loader/Truck Driver May 2020

Reports to:	Assistant Roads Supervisor	Last Revision Date:	May 2020
Department:	Public Works	Supervise staff or assign work (lead hand) or no HR responsibility?	No supervisory responsibilities
Location:	Roads Garage	List all positions directly supervised:	None
Standard weekly hours per employment agreement:	40	List of all position indirectly supervised:	None
Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)	Full Time/Contract	Pay Band #:	
Pay Method: (Salary or Hourly)	Hourly	On Call (Yes reference to details)	Yes
Overtime (Eligible? Weekly Threshold?):	Yes, After 40 hours	Eligible for all staff group benefits? (yes/no)	FT – Yes
		If eligible for some describe which:	Contract – No
		Eligible for OMERS? (yes/no)	FT – Yes Contract – No

Scope (Purpose) of Position:

To operate a loader, motor grader, gradall, dozer, hy-hoe excavator, tractor backhoe, tandem trucks, sidewalk plough and other heavy equipment from time to time to provide a variety of construction, snow/ice removal, maintenance and repair services to roads and property for the safety and convenience of the public. Employee is expected to be on-call during “winter” season and stand-by during “summer” season.

Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township’s Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.
- Demonstrate team work and a strong sense of customer service.
- Perform other duties as assigned.



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Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
<p>Operation of Vehicles and Machinery</p>	<ul style="list-style-type: none"> • Responsible for operating a snow plough, loader, dozer, gradall, motor grader, tractor backhoe, sidewalk plow, tandem trucks, and other heavy equipment to conduct general maintenance functions for roads and public works operations such as: <ul style="list-style-type: none"> • construction projects and paving preparation; • maintaining roads and sidewalks in good condition for safe, hazard-free driving; • building retaining walls, maintaining fences and bridges; • spreading gravel; • repairing and installing street signs, etc. • Some mechanical repairs to equipment and vehicles for on-going maintenance purposes. • Maintains equipment, vehicles and tools in safe operating condition by following acceptable maintenance and servicing schedules (oil changes, filters and lubrication, etc.) according to service manuals; performing repair/replacement work; and recommending major repairs and/or replacement of equipment to the Supervisor. 	<ul style="list-style-type: none"> • Supervisor believes that the employee is following directions
<p>Road Maintenance and Construction</p>	<ul style="list-style-type: none"> • Required to be on-call during winter months. • Maintains good condition of roads during winter months by sanding and salting of roads, snow plowing and shoveling. Must respond to all requests for snow removal. • Maintains landscaping in healthy, attractive condition. • Liaises with utility services to discuss locations of services and maintenance of existing sewer and water systems as required. 	<ul style="list-style-type: none"> • Few personal accidents involving incidents, first aid, injury or material damage • Few public accidents involving vehicles on municipal roadways • Few complaints of the public • Compliments received • Operation of vehicles in a safe and efficient manner with few concerns raised



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Roadside Repairs	<ul style="list-style-type: none"> • Required to be on “stand-by” during summer months. • Shall be required to perform labour intensive tasks such as but not limited to, tree removal, patching of hard-topped roads, shoveling and raking, culvert installation and removal, catch basin cleaning, lifting, maintenance and servicing of small and heavy equipment, sign installation, guide post installation, picking up and disposal of illegally dumped wastes and road kill, sweeping, washing of equipment, etc. 	
Documentation	<ul style="list-style-type: none"> • Responsible for data entry into tablets, completing forms and confirming safety checks carried out • Incident reports • Vehicle inspection sheets • Site safety audits • Completion of training sheets • Cross training of staff on equipment and tools and documentation of training • Lockout/tagout documentation 	<ul style="list-style-type: none"> • Use of tablets and regular and useful entries in logs
Other details of the position		
<p>1. Describe the type of problems this position may have to solve. Expected to carry out routine tasks following standard operating procedures.</p>		
<p>2. Describe the type of decisions this position may have to make. Most tasks are predefined. Works under direct supervision.</p>		
<p>3. List the non-supervisory business relationships that come with the position. Works with others in their own department.</p>		
<p>4. Any responsibility for material resources required by the position? If so list. Responsible for vehicles and machinery; tablets and cell phones, and tools in accordance with the policies and procedures of the organization.</p>		
<p>5. Any responsibility for information resources required by the position? If so list. Not responsible for data entry or files or records other than of entries on set forms for submission to Supervisor including maintenance of safety records, daily records, material uses, vehicle repair sheets, notification of deficiency and repairs needed, brake inspection reports, etc. See documentation area.</p>		



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<p>6. What is the spending limit for purchases of the position? None.</p>
<p>7. Any budget involvement? If so explain None.</p>

Expected Behaviours of the position (same for all positions)				
	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
1. Communication				
(a) Written communications		X		
(b) Oral communications one-on-one or in small groups		X		
(c) Large group presentation	X			
(d) Positive demeanor				X
(e) Negotiation/Mediation	X			
2. Stakeholder Contact				
(a) Knowledge of the services provided				X
(b) Professional manner in dealing with stakeholders		X		
(c) Customer focused orientation (can do)		X		
(d) Build strong relationships		X		
(e) Continually improve service		X		
3. Leadership				
(a) Develop a business or strategic plan (planning)	X			
(b) Convince others to buy into our vision or a change	X			
(c) Translate the strategy & plan into action & results	X			
(d) Flexible & adaptive (open to new ideas)	X			
(e) Innovate	X			
(f) Think critically – Think independently	X			
(g) Tolerant (diversity)	X			



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(h) Empathy	X			
(i) Confidence		X		
(j) Active listening		X		
4. Supervisory				
(a) Coach & mentor	X			
(b) Empower & delegate	X			
(c) Manage job performance (give continuous corrective feedback)	X			
(d) Discipline and tough decisions as appropriate	X			
(e) Manage succession planning	X			
(f) Create and manage personal development plans for reports	X			
5. Teamwork				
(a) Work effectively with team members who have a variety of skill levels			X	
(b) Build & sustain internal relationships			X	
(c) Champion collaboration within the team			X	
(d) Accept all feedback (superiors, pers & subordinates)			X	
(e) Respect authority			X	
(f) Resolve conflict & difficult people			X	
6. Working Skills				
(a) Manage workload and meet deadlines (time management)	X			
(b) Deliver results (work ethic)	X			
(c) Manage stress	X			
(d) Manage quality of own work (attention to detail)	X			
(e) Ethics & integrity	X			
(f) Autonomy (independent action)	X			
(g) Creativity (originality and independent thinking)	X			
(h) Organization including project management	X			



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Qualifications

Formal Education & Training:

High School or equivalence mandatory. Competent in operating a heavy snow plough.

Required in house training:

Propane Handling, Chainsaw Handling, Equipment Courses, Book 7, Confined Space Certification, Working at Heights certification, Common Core Training, WHMIS, Mesh/Mesh Tracks, CPR/First Aid/Defib. Training, Lock out/Tag out Training, Safe Fuel Handling, Hoist and Safe Lifting course, Rigging course, Backhoe, Trackless, farm tractor, attachments, etc.

Work Experience:

Minimum of 3-6 months experience in road construction/maintenance and equipment operation.

Specific Technical & Sector Skills required:

DZ Licence, AZ preferred.

Physical Skill & Effort and Working Conditions

Routine daily function (i.e. driving) may produce moderate level of fatigue; occasional periods of physical exertion producing moderate level of fatigue; may involve some heavy lifting; working with heavy tools.

Mental Skill & Effort and Working Conditions

Constant attention of some senses required to prevent errors; requirements for attention to detail are very high.

SIGNATURES / APPROVALS	Date	Signature
Incumbent:		
Department Head:		
Chief Administrative Officer:		