



JOB DESCRIPTION

TRUCK DRIVER/EQUIPMENT OPERATOR

POSITION SYNOPSIS AND PURPOSE

Reporting to the Patrol Superintendent, the Truck Driver/Equipment Operator is responsible for the safe operation of heavy equipment such as trucks, backhoes, loaders, and wing plows. This position completes tasks such as maintaining roads, ditching, excavating culverts, and brushing. The Truck Driver/Equipment Operator conducts routine equipment maintenance such as oil and filter changes, plow equipment maintenance, greasing and checking airlines. There is a regular requirement to be on call as well as work weekends and evenings.

MAJOR RESPONSIBILITIES

Description	Approx. Time Spent (%)
<p>Equipment Operation</p> <ul style="list-style-type: none"> • Operate snow plow, wing plow and sander and help maintain roads during winter. • Operate loader - backhoe, i.e. ditching, excavating culverts and post holes, rock stripping, etc. • Operate loader to load gravel, sand, salt, etc. on own truck. • Drive trucks handling materials, moving equipment with the tag-a-long trailer, plowing snow and sanding in winter. 	85
<p>Equipment Maintenance</p> <ul style="list-style-type: none"> • Responsible for routine maintenance, oil and filter changes, plow equipment maintenance, greasing, checking airlines. • Check hydraulics, etc. on equipment and trucks. • Maintain snow plow wings, check blades, lights and level of fuel for next day. • Advise mechanic and supervisor of any repairs that need to be done. • Maintain dump trucks and do regular safety and equipment checks. 	10
<p>Miscellaneous Duties</p> <ul style="list-style-type: none"> • Clean shop floors, maintain work areas, etc. as required. • Flag traffic at job sites. • Perform general labourer duties as required. • Be aware of holes in roads, problem areas, etc. • Request additional training when required. • Stay up to date on Health and Safety issues related to the position and alert supervisor of health and safety concerns. 	5

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

DECISION MAKING AND INDEPENDENCE

- a) **3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them:**
1. Loading trucks and securing loads for transport.
 2. Carrying out routine maintenance properly and according to schedule.
 3. Directing traffic and equipment safely through work areas.
- b) **3 examples of situation or problems that are referred to the supervisor for direction or resolution:**
1. Purchasing parts, tools, etc. required on the job.
 2. Obtaining outside services for repair of equipment.
 3. Deciding whether a road requires additional winter maintenance effort.

REQUIRED TRAINING

- Orientation which includes
 - All Corporate Policies/Procedures
 - WHMIS GHS Training
 - Respect in the Workplace
 - MOL Worker H & S Training
 - AODA
- Additional training includes
 - First Aid
 - Chainsaw

MINIMUM QUALIFICATIONS

a) Education

- Grade 12 or its equivalent
- Valid DZ/AZ Licence

b) Experience

- 2 years of related experience

c) Knowledge/Skill/Ability

- Knowledge of maintenance and construction operations
- Ability to operate heavy equipment e.g., tandem trucks, backhoe, grader, loader, combination wing plow.
- Ability to operate two way radios.
- Mechanically inclined.

PREFERRED QUALIFICATIONS (asset)

- Chainsaw certificate

WORK SETTING

CONTACTS

Frequency Legend
Constant – every day for most of day
Frequent – daily

Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Patrol Supervisor	Frequent	Coordinate activities, receive direction
Other Staff	Frequent	Coordinate activities, ensure safety of operations
Mechanic	Occasional	Explain equipment problems, get advice
Operations Manager	Occasional	Discuss policy concerns, provide comments
Supplies, Service Persons	Occasional	Describe equipment problems, obtain parts or tools

WORK CONDITIONS/PHYSICAL/MENTAL EFFORT

Please check off all that apply

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work (Summer: from April to November)

Normal: Monday – Thursday 6:00 a.m. – 4:30 p.m.	<input checked="" type="checkbox"/>
Evenings/Weekends: Yes, as required or emergency	<input checked="" type="checkbox"/>
On-Call: No	<input checked="" type="checkbox"/>
Over-time: As required	<input checked="" type="checkbox"/>

Hours of Work (Winter: from November to April)

Normal: 4:00am – 12:30pm, 12:30pm – 9:00am	<input checked="" type="checkbox"/>
Evenings/Weekends: Yes, as required or emergency	<input checked="" type="checkbox"/>
On-Call: When scheduled (every second weekend)	<input checked="" type="checkbox"/>
Over-time: As required	<input checked="" type="checkbox"/>

Examples: As required to meet departmental objectives (emergencies & weather events)

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10%
Outdoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90%
					=100%
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time spend travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Frequency of interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10%

Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5%
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Examples: Majority of work tasks completed outdoors on a constant basis.

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples: On work sites

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Standing • Sitting • Walking • Climbing 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects (max 40 lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE worn on a regular basis (list type):				
<ul style="list-style-type: none"> • Boots • Vest • Hard hat 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				
<ul style="list-style-type: none"> • Computer • Mobile Phone, tablet • Pick up truck 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples: While completing on work sites.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples: When operating vehicles and equipment and to ensure safety while on work sites.

EXPERIENCE

Competence should be achieved by a new person in one (1) year.

POSITION CLASSIFICATION

Position Title: Truck Driver/Equipment Operator

Department: Public Works

Work Location: Vehicle & Patrol Yards

Reports to (Direct): Patrol Superintendent

Position(s) Supervised Directly: 0

Position(s) Supervised Indirectly: 0

Effective Date: June 2016

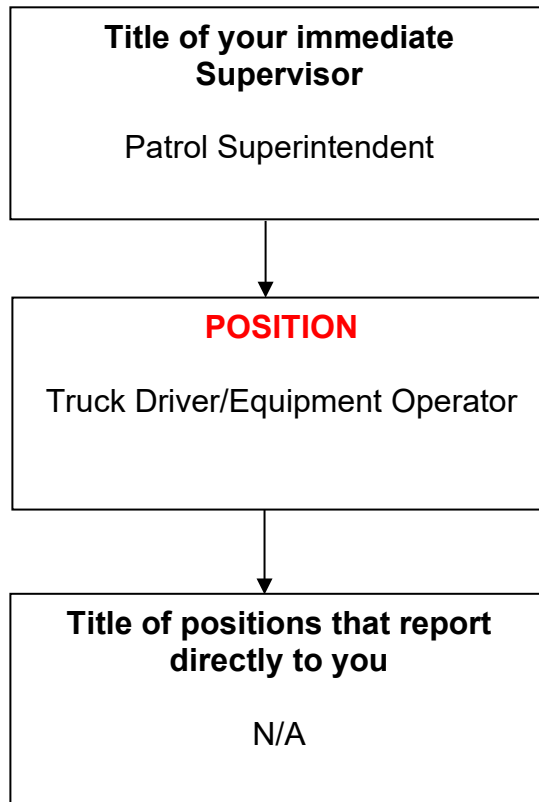
Revision Date: May 27, 2024

Salary Range: as per collective agreement

Hours Per Week: 40

ORGANIZATIONAL CHART

List the reporting relationship of this position to others within the immediate department.



Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete inclusive description.