

JOB DESCRIPTION

Title: **Maintenance & Equipment Operator**

Summary: This employee will be responsible to assist the Public Works Team in maintaining our municipal buildings and infrastructure. This infrastructure will include water and sewer facilities, and municipal streets, sidewalks, storm drains, garbage removal, municipal buildings, and other infrastructure.
The normal hours of the position will be 8-5 Monday – Friday. However, the employee will work some early mornings for garbage removal, and occasional evenings and weekends depending on after hour calls, snow removal, etc.

Responsibilities:

The Maintenance & equipment operator will assume the following responsibilities:

General Responsibilities

1. Responsible for the maintenance of all equipment, vehicles, buildings, systems, etc.
2. When required oversee the work being completed by contractors for the municipality.
3. Keep accurate time sheets and work details continuous on call.
4. Ensure all work completed is done in a manner that is safe for employees, contractors, and the general public.
5. Assist in the year-end inventory count of all stock and materials for inclusion in the annual financial statement.
6. Report immediately any misconduct, neglect or breach of duty of any officer or employee(s) under his supervision.
7. Ensure keys are removed from all vehicles daily
8. Snow removal streets, sidewalks, parking lots, etc.
9. Clean catch basins and culverts annually and keep open in winter time
10. Assist in maintaining streets free from encroachments, obstructions and nuisances and at all times to be kept in good repair and promptly cause to be repaired any damages thereto reported to him and liable to cause damage or injury
11. Remove and dispose of dead animals
12. Assist to ensure proper maintenance of the sewer and water lines (includes flushing of lines, fire hydrant, leak repairs, and valve inspections).
13. Assist the Public Works Supervisor and/or Public Works Foreman with carrying out duties deemed necessary.
14. Any other duties deemed necessary by the employer.

Minimal Job Requirements:

Education: Minimum Grade 12. However, the following would be preferred: Related trade certificate, degree, or diploma.

Experience: Experience in construction, heavy equipment operation.

Skills and Certification:

Skills

- Ability to work effectively with staff, contractors, and public.
- Self-motivated with a positive attitude.
- Ability to work as a team or complete a task successfully

Certification Required (Currently hold or willing to obtain in a timely fashion)

- First Aid/CPR
- WHIMIS Certification
- Confined Space
- Trenching
- Class 3E Drivers License