



TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Town of Carleton Place – Public Works Department is seeking an individual to fill the full-time position of Public Works Machine Operator II.

Summary: Reporting to the Public Works Superintendent, the incumbent will be responsible for performing the maintenance of the Town’s infrastructure and operation of the Public Works department equipment.

Qualification/Experience:

- Class DZ Ontario Drivers Licence (will be required to provide abstract and provide on-going confirmation of appropriate licence).
- The ability to operate all light town-owned equipment.
- General knowledge of municipal maintenance and construction techniques.
- Three to five years direct related experience as per duties #1-4 in the job description.
- Ability to respond to emergencies, when designated, within 20 minutes
- Education requirement is O.S.S.D. or G.E.D.

The 2020 rate of pay is \$23.76 - \$27.39 per hour based on a 40-hour work week. A detailed job description for this position can be accessed at www.carletonplace.ca

Interested applicants are invited to submit an application in confidence by 11:30 AM September 21st, 2020, quoting “Public Works Machine Operator II” Attention Human Resources by:

Mail: Town of Carleton Place
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8

Email: hr@carletonplace.ca
Facsimile: 613 257 8170

The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.



TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Public Works
DIVISION:	Public Works Yard
JOB TITLE:	Machine Operator II
EMPLOYEE GROUP:	Non-Union
PAY GRID:	PE
SUPERVISOR:	Public Works Superintendent
REVISION DATE:	August 2020

POSITION SUMMARY:

Reporting to the Public Works Superintendent, the incumbent will be responsible for performing the maintenance of the Town's infrastructure and operation of the Public Works Department equipment.

DUTIES AND RESPONSIBILITIES:

1. Performs tasks related to the scheduled maintenance and emergency repairs of the storm sewer, sanitary sewer, water and road systems as assigned by the Superintendent
2. Performs winter maintenance of the road system including sidewalks and parking lots by operating municipal equipment as required including evenings and weekends
3. Performs maintenance of the roadside and other Town owned property including signage, litter pick-up, tree planting, trimming, removal and grass cutting
4. Performs work on Works Department construction projects
5. Completes daily timesheets
6. Responds to after-hours complaints when designated
7. Performs required maintenance of Public Works equipment

8. Always adheres to safety regulations and ensures that these regulations are followed by staff they oversee.
9. Operates all light equipment required to perform the above duties.
10. Provides guidance to contract and seasonal staff relating to operational practices and guidelines.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Public Works Superintendent.

POSITION REQUIREMENTS

EDUCATION REQUIREMENTS:

Secondary School Graduation Diploma

EXPERIENCE:

Minimum three (3) years' direct related experience

SKILLS AND ABILITIES:

1. Maintain and possess a Class DZ Ontario Drivers Licence (will be required to provide abstract and provide on-going confirmation of appropriate licence)
2. The ability to operate all light Town-owned equipment
3. General knowledge of municipal maintenance and construction techniques
4. Ability to respond to emergencies within 20 minutes, when designated
5. Available for shifts during evenings/nights, weekends and available for rotational "On-Call" duty
6. Knowledge of the occupational hazards and safety precautions applicable to the working environment and trade
7. Knowledge of municipal practices relating to road, sewer, water maintenance and/or construction and winter maintenance activities.

WORKING CONDITIONS

This position works Monday to Friday day shift, but overtime and unusual hours are required to respond to Public Works emergencies and poor weather conditions

PHYSICAL DEMANDS

The employee is regularly required to stand; sit; walk on a wide range of surfaces; use of hands; reach with arms; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. Ability to lift up to 30 kg unassisted and carry it 100 metres. Use manual and powered pneumatic, hydraulic, gas and electric powered tools and equipment.

SENSORY DEMANDS

Vision abilities include both close and distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus.

ENVIRONMENTAL DEMANDS

This position involves all weather conditions ranging from very cold to hot and humid. The Operator may be exposed to unpleasant sights and smells and to dangerous and/or toxic substances and must take the necessary precautions to protect eyes, nose, and skin from irritation and infection. The noise level in the work environment is usually moderate but on occasion can be more than moderate.

MENTAL DEMANDS

The Operator must be able to complete tasks in a timely manner. All Public Works staff must be able to effectively interact with the public in a courteous and respectful manner. The employee must be able to exercise judgement when working without direct supervision once the task has been outlined by the Public Works Superintendent or Lead Hand; notify the Superintendent or Lead Hand of any operational problems or issues, and ensure work is carried out to quality standards established by the Town of Carleton Place.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;

