



## MUNICIPALITY of MIDDLESEX CENTRE CONTRACT SEASONAL EQUIPMENT OPERATORS

The Municipality of Middlesex Centre is seeking qualified individuals to join the municipality's Transportation Division for contract seasonal Equipment Operator positions for the winter maintenance period of November through March. The initial start date is expected to be November 1, 2018 and concludes March 29, 2019.

The successful candidates will work scheduled shifts totaling at minimum 40 hours per week. Shifts are expected to range outside normal operating hours including nights and weekends as required.

Candidates must have:

- demonstrated proficiency in the operation of winter maintenance equipment (snow plows, spreaders, etc),
- a valid DZ licence
- capability to carry out the physical demands of the position.

Other responsibilities will include road patching, sign maintenance and other duties as assigned.

To apply for this position, please submit a resume outlining qualifications by 4:00 pm on Friday, September 28, 2018 to:

Kendra Routley  
Public Works & Engineering Assistant  
Municipality of Middlesex Centre  
10227 Ilderton Road, R.R. 2  
Ilderton, ON N0M 2A0  
Fax: 519-666-0271  
Email: [routleyk@middlesexcentre.on.ca](mailto:routleyk@middlesexcentre.on.ca)

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially

*We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.*



### Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

The Equipment Operator performs a variety of duties in connection with road maintenance, including operating and repairing all departmental equipment, installing and maintaining road signs, maintaining municipal buildings and other facilities, installing and repairing municipal drains and assists with operational requests from other municipal departments.



### Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p><b>Infrastructure Maintenance</b></p> <ul style="list-style-type: none"> <li>• Operating machinery, tools and equipment required to maintain road infrastructure including: snow and ice management, grading roads, excavating ditches, hauling and spreading materials and emulsion reactive chemicals, operating heavy construction machinery and trucks, conducting seasonal roadside maintenance, and undertaking all roadside woodland forestry maintenance</li> <li>• Operate winter maintenance equipment including tandem and single axle plow trucks, front end loaders, heavy construction equipment as directed</li> <li>• Install and maintain regulatory, warning and information signs as per the Ontario Traffic Manual as directed</li> <li>• Reports road conditions, damage, vandalism and other conditions to the Road Supervisor(s) and/or Assistant Road Supervisor(s), and carries out repairs as directed</li> <li>• Repair municipal sidewalks in urban areas</li> <li>• Performs roadside forestry maintenance activities</li> <li>• Picking up litter and debris within Municipal right-of-way</li> </ul>	60%
<p><b>Infrastructure Renewal Management</b></p> <ul style="list-style-type: none"> <li>• Repair, replace and/or install municipal drains including steel culverts, tiling, catch-basins, and erosion control devices</li> <li>• Assess type and quantity of material needed for road construction, assist with ordering gravel and other materials as required and reporting material quantities consumed to the Road Supervisor(s) and/or Assistant Road Supervisor(s)</li> <li>• Operate heavy equipment as directed to complete road construction</li> </ul>	30%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> <li>• projects</li> <li>• Repair storm sewers as directed</li> <li>• Perform general labour duties as directed</li> <li>• Assist with installing traffic control devices to ensure a safe working environment within the roadway as per the Ontario Traffic Manual</li> <li>• Operate and perform chip sealing operations required for maintenance activities and new construction projects</li> </ul>	
<p><b>Fleet and Facility Management</b></p> <ul style="list-style-type: none"> <li>• Perform all required mechanical maintenance of all heavy construction equipment and vehicles (ie. oil changes, tire repair, painting, wiring and welding)</li> <li>• Perform daily safety inspections of equipment and vehicles and report any deficiencies</li> <li>• Recommend fleet and facility repairs and other aspects of department operations as required to the Road Supervisor(s) and/or Assistant Road Supervisor(s)</li> <li>• Perform routine maintenance and construction activities at each Operations Centre</li> <li>• Assist with inventory procurement</li> <li>• Perform safe operations of all heavy construction equipment and vehicles, and ensure proper use of chemicals</li> </ul>	10%
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Undertakes other duties as directed by the Road Supervisor(s) or Assistant Supervisor(s).</li> </ul>	

\*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.



### Minimum Qualifications (absolutely Cannot do without)

#### Education (degree/diploma/certifications)

- Secondary School Diploma
- Valid driver's license – Class AZ or DZ

#### Experience

- 3 years in a transportation municipal operations environment
- Winter maintenance equipment operations

#### Knowledge/Skill/Ability

- Thorough knowledge of the Occupational Health and Safety Act



## Preferred Qualifications (the Ideal Candidate)

### Education (degree/diploma/certifications)

- Standard First Aid CPR/AED Level C Training
- Occupational Health and Safety Confined Space Training
- Completion of the TJ Mahoney, Construction & Maintenance Certification accredited by the Ontario Good Roads Association
- Completion of a Heavy Equipment Operator Program

### Experience

- 5 years in a transportation municipal operations environment

### Knowledge/ability/skill

- Strong technical knowledge of transportation related processes, methodologies, Provincial regulations, and construction practices
- Excellent verbal and written communication skills
- Working knowledge of Ontario Traffic Manual Book 7
- Provincial Regulations and Acts
- Common core and surface miner training for municipal quarry pit operations
- Fuel handling safety training
- Facility overhead crane training
- Chainsaw certification
- Welding



## Work Setting (Description of the work environment and nature of people interactions)

### Contacts

Frequency Legend	
<b>Constant</b> – every day for most of the day	<b>Occasional</b> – bi-weekly to monthly
<b>Frequent</b> – daily	<b>Rare</b> – once in a while
<b>Regular</b> – weekly	

Contact	Frequency	Nature of Interaction
Contractors	Occasional	Municipal projects
Public/Residents	Rare	Residential inquiries
Department	Frequent	Equipment Operators, Assistant Road Supervisor, Road Supervisor's
Fleet Service Providers	Occasional	Discussing equipment repairs
Municipal Departments	Rare	Provide staff and equipment assistance

## Work Conditions

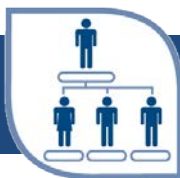
This position's time will be spent predominantly in the field or while operating a motorized fleet while performing core functions, in accordance with best industry practices and applicable laws, legislation and regulation, and under the direction of the Road Supervisor(s) or Assistant Road Supervisor(s).

Normal hours of work are 40 hours per week, Monday to Friday. Seasonal evening and/or weekend work will be required. This position requires the individual to be on call 24/7 available in all weather conditions, and work frequently with heavy equipment, hazardous products containing MSDS, and around other utilities (hydro, water, wastewater, gas, telecommunications, etc.). The use of Personal Protective Equipment will be required at all times.



### Corporate Values (Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community that embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



### Position Classification (Where this position fits)

<b>Position Title:</b> Equipment Operator	<b>Division:</b> Transportation Division
<b>Department:</b> Public Works and Engineering	<b>Classification:</b> Non-Union
<b>Branch:</b>	<b>Reports to (Direct):</b> Road Supervisor(s) or Assistant Road Supervisor(s)
<b>Position(s) Supervised Directly:</b>	<b>Position(s) Supervised (Indirectly):</b>
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Equivalency Code:</b> N/A	<b>Hours per week:</b> 40