



Relief Roads Operator I Employee

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

In a team environment, you will perform physical labour and operate tools and machinery to support the continuous delivery of road and storm water services according to adopted and regulated standards and procedures on an as-needed basis. At a minimum, you have an Ontario Secondary School Diploma or equivalent; a valid DZ license; one year of previous experience in road maintenance and repair; technical knowledge of safety construction methods and the safe use and operation of tools, equipment and vehicles. Teamwork, flexibility and reliability are critical to success.

As this is a relief position, hours will vary and are not guaranteed and could be scheduled on short notice. The starting hourly rate for this unionized position is \$25.27.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

The deadline for receiving application is 12:00 Noon on **Tuesday, August 3, 2021**. [Click here to apply.](#)

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

Department: Infrastructure Services

Division: Roads and Fleet Division

Reports to: Supervisor, Roads and Storm Water Services
(Takes direction from the Crew Leader)

Position objective

In a team environment, perform physical labour and operate tools and machinery to support the continuous delivery of road and storm water services according to adopted and regulated standards and procedures.

Duties & Responsibilities

1. Safely perform physical labour in the installation, maintenance and repair of municipal roads, shoulders, sidewalks, roadside drainage facilities and appurtenances including, but not limited to patching; rebuilding manholes; ditching; building/replacing catch basins; installing/replacing driveway culverts and headwalls; removing litter and debris from roadway; installing/removing snow fence and performing winter operations and maintenance activities.
2. Safely use various hand and power tools and perform operational maintenance.
3. Safely operate vehicles and perform minor maintenance.
4. Provide traffic control.
5. Supply job sites with materials, tools and equipment.
6. Complete input of digital information, field sketches, records and logbooks clearly, correctly and concisely.
7. Conduct daily inspections of vehicles and equipment; perform minor maintenance tasks, clean and wash vehicles and maintain records of same.

Education & Experience

- **Education (Knowledge)** - OSSD plus an additional program (Road Construction/Operations) of up to six (6) months or equivalent
- **Experience & Training** - One (1) year previous experience in road maintenance and repair
- Valid Ontario drivers' license with DZ endorsement or higher with driving record acceptable to the Corporation
- Chainsaw certification an asset
- Basic First Aid and CPR an asset

Knowledge

- Applied, technical knowledge of road and roadside drainage systems, materials, standards and practices
- Applied, technical knowledge of safe construction methods and the safe use and operation of tools, equipment and vehicles

- Technical knowledge of the Highway Traffic Act and Uniform Manual for Traffic Control Book 7 Temporary Conditions
- Technical knowledge of the Occupational Health & Safety Act
- General knowledge of good customer service practices
- General knowledge of Town streets
- General knowledge of common office software (e.g. MS Office, HCL Notes)

Skills & Ability

- Demonstrated mechanical aptitude
- Flexibility
- Mathematical skills
- Problem-solving skills
- Reliability
- Teamwork and cooperation
- Ability to.
 - accept direction, suggest improvements
 - anticipate obstacles to successful completion of assignments
 - learn and practice new skills
 - maintain effective working relationships with co-workers, associates and external customers in an environment of teamwork in sometimes difficult situations
 - perform strenuous physical labour in sometimes adverse conditions
 - read and understand operating procedures, manuals, blueprints and diagrams
 - safely operate, maintain various hand and power tools, vehicles and equipment
 - write and verbally communicate effectively

Supervision of Others

Direction of others is not normally part of the job requirement, but there may be a requirement to show others how to perform tasks or duties.

Work Demands

- **Initiative & Judgement** - Assignments are covered by well-defined methods, procedures and standards. Some latitude exists for organizing work or exercising judgement within established guidelines. Most unusual problems are referred to the Crew Leader
- **Mental Effort** - Regular effort (approximately 50% of the time). Concentration is necessary on precision work, multiple demands and long periods of the same work. Visual and/or listening attention with some choice of action to seek relief. (Needs to be alerted to traffic and other crew members)
- **Physical Effort** - Frequent effort (approximately 75% of the time). Activities such as standing, driving, stooping, crouching, climbing, kneeling, lifting, pushing/pulling awkward objects (Use of tools; lifting/loading materials; climbing in/out of ditches)

- **Dexterity** - Coordination of coarse (long handled tools) and fine (tool maintenance) movements where speed is a minor consideration
- **Accountability** – Incorrect or inappropriate decisions, actions have limited effect on the department. Errors might result in re-work
- **Safety of Others** – Some degree of care to prevent injury or harm to others
- **Interpersonal Skills** – Explain, exchange data or information (With co-workers and members of the public)
- **Disagreeable Conditions** - Minor conditions of almost continuous exposure (Dirt/dust, chemicals, grease, inclement weather, noise, fumes, equipment vibration)
- Demanding day-time work; must be available for overtime, particularly during winter control operations and storms, spills, flooding, emergency repairs etc.

Position History

In January 2005, the position of Utility Employee was modified to reflect the department's name change resulting from the restructuring in accordance with By-law No. 200-04. Additional amendments were made in April 2009 to reflect the results of the Joint Job Evaluation process in advance of a competition. It was updated in March 2016 following a corporate re-organization.

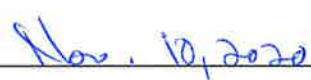
This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting. It was revised, re-evaluated and re-named in December 2017.

April 2020 – This Job Description was updated and revised following the Joint Job Evaluation Maintenance process.

October 2020 - This Job Description was reviewed for content and accuracy by the Manager, Roads & Fleet



Chief Administrative Officer



Date