



Job Description for Public Works Seasonal Snow Plow Operator

Reporting Relationship: Daily to the Public Works Chief Operator or, in their absence, a designate.

Purpose of Position: To assist with snow plowing/sanding of the village streets, sidewalks and parking area's when required. This is a seasonal part-time position from November 15 to April 15 each winter.

Scope of Position: The Public Works Snow Plow Operator is responsible for the snow plowing/sanding of the Village Street, sidewalks and parking area's when required.
Daily maintenance of equipment and workplace.

Working Conditions:

- 1) Hours are based around weather events.
- 2) Exposure to extreme winter weather is a regular part of this position.
- 3) The position demands a large degree of flexibility regarding working hours (eg) winter hours will be scheduled based around snow removal.
- 4) The Public Works Snow Plow Operator will be considered to be on call 24 hours per day and include Emergency situations and related duties when required.

Working Relationships with:

The Public Works Chief Operator

- 1) Extends professional courtesy and co-operation.
- 2) Advises and updates Public Works Chief Operator of situations and conditions as they occur to ensure priority service to the ratepayers of the Village of South River.

Municipal Staff

- 1) Assist municipal staff with non-routine work assignments after securing permission from the Chief Operator.
- 2) Extend and practice the usual professional courtesy and cooperation in person, over the telephone and on the radio.

Public

- 1) Develop and maintain good rapport and report to the Chief Operator legitimate problems, concerns or complaints in a timely manner.
- 2) Use appropriate language and discretion regarding the radio communication system.
- 3) Observe, at all times, the “Oath of Confidentiality” which every employee reads and signs.
- 4) Refrain from making negative comments relating to Council, Village Policy and staff in public instead, recommend communication with the office or with Council directly in a written form concerning an issue or complaint.

Knowledge and Skills

- 1) Good organizational ability and communication skills
- 2) Ability to follow instruction but be capable of independent thinking and evaluation of a situation
- 3) Extensive knowledge of equipment and procedures necessary for safe snow removal of the Village street, sidewalks and parking area's.
- 4) Ability to work with the Chief Operator, the Clerk Administrator, public and private contractors.
- 5) Ability to operate road equipment, including but not limited to: backhoe, snow plow/sander unit, front end loader, chain saw, steamer.
- 6) Possess a Class DZ license and a willingness to get other certification if needed, including but not limited to: back hoe license, steamer certificate, chain saw certificate, CPR/First Aid certificate, propane certificate.
- 7) Possess knowledge of light and heavy equipment maintenance and repair.

Public Work's Snow Plow Operator Responsibilities:

- 1) Assist the Public Works Chief Operator with winter maintenance of all Village roads, sidewalks and equipment.

Maintenance may include but not limited to:

- Cleaning and greasing equipment
- Performing minor mechanical repairs

- 2) In the absence of the Public Works Chief Operator the Public Works Snow Plow Operator will ensure the equipment is adequate for the public works programs which are currently being carried out.
- 3) Maintain a good level of expertise by taking appropriate training programs and attending workshops, seminars and conferences in technical functions, both local and/or out of the area.
- 4) Assists the Public Works Chief Operator with regular duties and non-routine duties as required.
- 5) Receives advice and guidance.
- 6) Reports to work in a timely manner.
- 7) Leaves the work area clean, tidy and safe with all tools and equipment maintained and put away in the appropriate place for the next usage.