

**Cavan Monaghan
Job Description**

Position: **Equipment Operator (Union Position)**

Reports to: Operations Manager

This Job Description is effective: May 2026

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Job Summary

The equipment operator position is responsible for operating various types of municipal vehicles and equipment for maintenance and construction services to municipal roads and facilities.

Duties and Responsibilities

- Performs routine mechanical inspection of vehicles and reports malfunctions or defects and maintains vehicle logbook.
- Maintains equipment by performing such tasks as washing, cleaning and general maintenance functions such as greasing.
- Operates ¾ ton pickup truck, single or tandem trucks, grader, and sidewalk plow, with or without attachments, snowplow equipment, salt and sand spreader to maintain good road and sidewalk conditions during winter months by sanding, salting, and snow plowing, including wing back operations.
- Operates tandem truck, tandem water truck, front end loader, and grader to maintain gravel surface roads, shouldering of roads, and reshaping ditches.
- Operates backhoe and front-end loader on small scale ditching and other minor road construction projects, loads granular materials, replaces guiderails, and installs fencing.
- Operates trucks for aggregate haulage and snow removal, ensuring that the vehicles is securely loaded for best use of space, protection and even distribution.
- Operates small equipment and hand tools such as, but not limited to, chainsaw, woodchipper, portable compactors, portable water pumps, truck jacks, air compressor and attachments, pressure washer, portable hand sprayer, post hole auger.
- Conducts general maintenance functions such as patching and brushing, cutting grass and weeds, sweeping roads and intersections. Conducts general maintenance at waste sites.
- Installs and replaces damaged road signs such as regulatory, warning, guide and information signs in compliance with regulatory measurements.

- Performs annual spring clean-up and maintenance such as sweeping roads and sidewalks and cleaning ditches and gutters.
- Installs and repairs entrance culverts.
- Removes debris and potential hazards from the municipal road and side of road by brushing, cutting, and chipping trees and bushes ensuring employee and public safety.
- Assists in the cleaning and general maintenance of municipal facilities.
- Expected to use initiative and judgement and to work without direct supervision once tasks have been defined.
- Assists at the Transfer Station to cover absences.
- Other duties as assigned

Supervision

This position may be required to direct the work of casual or temporary staff.

Contacts

Internal: With the Director of Public Works, Manager of Operations, and co-workers for the purpose of completing work assignments.

External: With contractors and general public providing information, ensuring politeness and courtesy.

Working Conditions

Exposure to hazards and inclement weather conditions. Exposure to normal garage environment.

Job Knowledge/Education

- Completion of high school diploma or equivalent.
- Minimum of two (2) years related experience operating equipment, snowplow, knowledge of road construction, maintenance activities and safety.
- Requires a Class 'D' driver's license with 'Z' endorsement.
- Ability to operate a variety of equipment.
- Working knowledge of requirements as per Book 7 – Ontario Traffic Manual.
- Knowledge of current legislation, infrastructure and public works policies and procedures as well as the Occupational Health and Safety Act.

- Ability to use initiative and judgment and to work with limited supervision once tasks have been assigned.
- Ability to work cooperatively and effectively in a team environment as well as independently.
- Ability to understand and execute oral and written instruction and maintain records as assigned.
- Safety Awareness: ability to understand and comply with the Municipal's Safety Policy and Procedures.
- Chainsaw certification is considered an asset.