



Manager of Human Resources  
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**CORPORATION OF THE TOWN OF TILLSONBURG**  
**INTERNAL/EXTERNAL**  
**JOB POSTING**

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**POSITION: Light Equipment Operator**

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**DEPARTMENT:** Roads

**LOCATION:** Tillsonburg Public Works

**STATUS:** Full Time (40 hours/week)

**REPORTS TO:** Roads Supervisor

**GRADE:** 4 (\$16.44 to \$19.93)

**POSTING #:** HR 21.19

**POSTING PERIOD:** May 31 to June 14, 2019

**NOTE:** Interested applicants are invited to submit their resumes in confidence to the Manager of Human Resources by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

## **GENERAL STATEMENT OF DUTIES:**

Responsible for the day to day maintenance operations of Town infrastructure including but not limited to the Town Transfer Station, roads, bridges, sewers, drainage systems, sidewalks, street signs, etc. This includes snow removal, asphalt repair, sewer repair and cleaning, stump removal, sign and fence installation and other duties as assigned.

## **QUALIFICATIONS:**

- Minimum grade 12 or equivalent.
- Two (2) years' experience in a Public Works or Operations environment.
- Valid Ontario Class G Driver's License
- Chainsaw and Confined Space Certification an asset.
- Knowledge of the Minimum Maintenance Standards and Occupational Health and Safety Act and ability to work in Public Works setting in a safe manner
- Good knowledge of traffic control procedures including Ontario Traffic Manual Book 7 practices.
- Basic knowledge and experience in best practices in snow removal and salt application for an urban setting.
- Computer literate in MS Office, Windows, Internet, etc. with ability to open, read and comprehend electronic messaging (i.e. Outlook)
- Operation of computers, tablets, electronic devices, and various software applications and programs
- Good communication and customer service skills.
- Ability to work safely individually or within a team environment.
- Ability to work with tight deadlines, take initiative and problem solve
- Willing to upgrade skills through training seminars and Public Works related courses.

## **POSITION RESPONSIBILITIES**

- Check serviceability and operate in a safe manner all assigned light equipment such as 1 ton and ½ ton trucks, front end loaders, tractors with various attachments, sidewalk machines, paint striping equipment, and other pieces of small equipment associated with work in the Public Works Division.
- Perform duties of winter snow clearing operations including snow shoveling, snow blowing, sidewalk clearing and salting using assigned light equipment.
- Report road conditions, damage and vandalism to Roads Foreperson.
- Provide general roadside maintenance including trimming and removal of small trees and brush within the road allowance, street and parking lot line painting, debris and litter pickup, loose leaf collection, roadside weed cutting and dust control applications.
- Inspect, clean and repair culverts, catch basins, curb, gutters and sewers.
- Perform roadway repairs including patching of potholes with cold or hot mix asphalt
- Repair, replace and/or install signs, fences, safety devices, sidewalks, drainage pipes or any other road related infrastructure.

- Provide traffic control and setup of traffic barricades for safety zones, detours and special events following OTM Book 7 guidelines.
- Maintain radio contact with Roads Foreperson or office while performing work throughout the Town.
- Direct customers to the appropriate waste bin and enforce the rules and regulations of the Transfer Station.
- Responsible for the overall cleanliness of the Transfer Station site and daily records of Transfer Station activities.
- Maintain good working relationships with Town staff, and demonstrate good customer service with the public.
- Participates and provides input in the development and review of policies, procedures, standards and programs related to Public Works.
- Makes suggestions to change or add procedures to improve efficiencies.
- Fill out all reports, inspection sheets/reports, documents and any other data or information as required
- Provide input and feedback regarding road closures.
- Adheres to all policies and procedures of the Town.
- Aware of safe work practices relating to Public Works and have basic understanding of the Occupational Health & Safety Act as it relates to the work environment.
- Assist other Operation Departments as required.
- Ability to lift up to 50 - 60 lbs including shoveling of snow or earth
- Overtime may be required
- On-call
- Evening and weekend work is required
- Working in extreme weather conditions, exposed to heat, rain, ice, cold, etc.
- Perform other related duties that may be assigned by Supervisor.