

The Corporation of The Township of South Glengarry	Job Description
Position Title:	Truck Driver/Labourer
Group:	Union
Supervisor:	Roads Manager
Department:	Infrastructure
Prepared By:	Human Resources Advisor
Approved:	March 6, 2017
Revised: January 2022	
<u>Job Function:</u> Reporting to the Roads Manager the Truck Driver/Labourer is responsible for adhering to all municipal infrastructure programs and services.	
<u>Skills and Qualifications:</u> <ol style="list-style-type: none">1. Previous experience (1-2 years) and knowledge of the operation and maintenance of powered equipment such as mowers, chainsaws, and small hand tools etc.2. Ability to operate and travel in a variety of vehicles/equipment and perform duties in all types of weather and under inclement conditions.3. Effective verbal and listening communications skills.4. Completion of Grade 12 education or equivalent and maintain a valid Ontario Class DZ Drivers' License and clean driver's abstract.	
<u>Direction Received/Independent Action:</u> <ol style="list-style-type: none">5. General direction is provided by the Roads Manager.6. Performance is monitored by the Roads Manager through the Township's Performance Management Program.	

7. Must have the knowledge of and ability to apply and interpret policies, procedures and regulations such as the Occupational Health and Safety Act.

Working Relationships:

Routine Contacts:

8. Roads Manager – Direct reporting relationship

Non-Routine Contacts:

9. General Public – Responds to residents in a positive and courteous manner.

Duties and Responsibilities:

10. Perform daily vehicle/equipment safety and maintenance checks.
11. Operate and safely secure all equipment according to safety policies and procedures.
12. Must have the ability to complete all paperwork requirements in a timely manner and orderly fashion.
13. Operate and or drive a variety of equipment and machinery including but not limited to Tandem Snow Ploughs, Township pick-up trucks, mowing equipment, backhoe, front loader, landfill compactor etc.
14. Advise the Roads Manager of any requirements for maintenance or repairs.
15. Participate in routine garage maintenance ensuring a safe workplace.
16. Deal with the public in a courteous and respectful manner and make note of and report complaints to the Supervisor.
17. Maintain inventory.
18. Always adhere to Safety Regulations.
19. Work independently and/or part of a crew under the direction of the Roads Manager
20. Set up traffic control devices as per the daily traffic control plan. May direct traffic under certain working conditions.

21. Perform various road maintenance activities for both granular and hard surfaced road allowance for both winter and off winter operations.

22. Perform other duties as assigned.

Physical and Sensory Demands:

23. Physical demands include lifting, pulling and operating equipment and objects for short to medium durations.

24. Maybe exposed to unpleasant sights and smells.

Mental Demands:

25. May be exposed to frequent periods of long concentration.

Impact of Errors:

26. Errors could possibly have an impact on the level of quality municipal services provided.

27. Errors may lead to charges being laid against the Corporation resulting in possible fines or potential lawsuits.

Hours of Work:

29. Required to work eight (8) to ten (10) hour days during normal business hours, emergency response and during winter season must be available to work overtime.

Overtime:

30. Overtime is compensated for as per the Collective Agreement.

Work Environment:

31. Spends 80% to 90% of the average work year outdoors and/or operating equipment.

32. Balance of work year is spent indoors generally the Township garage.

Hazards:

33. Occasionally exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.