



## Employment Opportunity

### Public Works Full-time Equipment/Waste Operator

The Township of Seguin is currently seeking Equipment/Waste Operator.

#### Duties and Qualifications:

- Must have a valid DZ licence, AZ license would be considered an asset.
- You will be scheduled to work evenings, nights, weekends including statutory holidays and weekdays. The work schedule is under review and subject to change.
- Experience driving a variety of large and small equipment; (dump truck, waste truck, backhoe, bulldozer, chainsaw etc.)
- Experience operating a snowplow, front-end loader, sander and tandem truck to remove snow and ice from roads.
- You will be required to patrol the roads within the Municipality checking for conditions (such as snow and/or ice accumulation) and keep accurate and appropriate records of conditions according to the Minimum Standards outlined in the Minimum Maintenance Standards for Municipal Highways.
- Responsible for reporting conditions to supervisor when/where required.
- Ability to read work orders and follow through on tasks such as installation of road signs, flagging and road maintenance work, tree maintenance, and garbage removal.
- Ability to work as a cooperative team player in promoting a strong and positive work place.
- Must be able to perform physical labourer duties.
- Ability to read and understand legislation and manuals as related to equipment operation, highway traffic act regulations, traffic control responsibilities and health and safety legislation and policies.
- The ability to follow and complete instructions from supervisors.
- An understanding of Workplace Safety and the Occupational Health and Safety Act.

Please identify which position(s) you are applying for and submit your resume or completed application to the attention of Christine Dixon, Deputy Treasurer, [cdixon@seguin.ca](mailto:cdixon@seguin.ca) by **12:00 p.m. Friday February 8<sup>th</sup>, 2019.**

Christine Dixon, Deputy Treasurer, [cdixon@seguin.ca](mailto:cdixon@seguin.ca)  
5 Humphrey Drive, Seguin, ON P2A 2W8  
Phone: (705) 732-4300 Fax: 705) 732-6347

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will only be used for the purpose of candidate selection. The Township of Seguin is an equal opportunity employer, if you require accommodation to participate in the recruitment process, please contact our office.

## **PUBLIC WORKS – FULL-TIME EQUIPMENT/WASTE OPERATOR**

Summary:	Operates equipment to maintain, plow and construct Township road surface, bridges and ditches as well as waste operations.
Location:	11 Humphrey Drive, Seguin Township
Department:	Public Works
Reports To:	Public Works Lead Hands, however may take direction from Public Works Operations Coordinator
Updated:	February 15, 2018

### **Tasks:**

#### **Equipment Operation and Maintenance**

1. Operates both tandem and single axle trucks for the purpose of hauling sand, salt, gravel and ditching material, for moving heavy equipment and for plowing and sanding roads.
2. Operates a highway tractor and compacting waste trailer where applicable. Five ton waste collection vehicle and pickup truck. Collects and transports garbage to and from waste sites and landfill sites, within and outside of Seguin Township.
3. Operates a backhoe for the purpose of roadside ditching, installing culverts, loads trucks, road maintenance both winter and summer, transfer station/landfill maintenance and various other excavations.
4. Operates a bulldozer for the purpose of minor road construction, transfer station maintenance and Seguin Landfill maintenance.
5. Operates a grader.
6. Provides maintenance to ditches, bridges, installs culverts and installs traffic and road signs.
7. Operates chainsaws, grass cutting equipment, cutoff saws, a 'steam jenny' to thaw culverts, power tools and other pieces of small equipment.
8. Repairs potholes, removes beaver dams, pickup litter, debris, brush, and fallen trees from Township roads and transfer stations/landfill.
9. Conducts roadside grass cutting and flags traffic at work sites.
10. Operates the water truck to distribute water and control dust.
11. Follows Seguin Township Operational Safety Protocol.
12. Any other equipment as necessary with relevant training.

#### **Administration**

13. Conducts circle vehicle checks to verify that vehicles and equipment are in safe running order.
14. Performs routine maintenance on vehicles and completes maintenance request for the municipal mechanic.
15. Completes paperwork and records information as requested.
16. Follows Seguin Township Operational Safety Protocol.

#### **Customer Service**

17. Liaises with ratepayers to communicate information, and promote the township.
18. Monitors township activities on the way to and from work sites, identifies issues and notifies the Supervisor.
19. Assist and work with co-workers in a positive and constructive manner.

#### **Other**

20. Complies with Seguin Township policies and procedures.
21. Performs other related tasks as assigned by management.
22. Must be able to work flexible hours. This position will require you to work; day, afternoon, evening and weekend shifts as required or scheduled. May be scheduled on Standby as required by supervisor if scheduled off on Saturday, Sunday and/or Statutory holidays.

Note: Although this position is called 'Equipment/Waste Operator', many jobs and activities require the employee to perform Labourer duties.