



# Operator/Labourer 1

## Tay Township - Employment Opportunity

### Seasonal, Contract Position (November to April)

Tay Township, located on the sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of change and progression to join #TeamTay as an Operator/Labourer 1. Ideal candidates will be adaptable to the needs of our municipality and will demonstrate capabilities for making a positive impact on the Corporation and the Community as one.

Reporting to the Supervisor of Operational Services, or their designate, the Operator/Labourer 1 operates equipment/vehicles and performs functions in the construction and maintenance of the Municipality's roads, parks, and facility operations and capital works in compliance with applicable legislation and Township standards and common construction practices.

### Qualifications

- Class 'G' Drivers Licence in good standing.
- OSSD (Ontario Secondary School Diploma) or equivalent.
- Related, progressive work experience, in municipal operations related to core municipal infrastructure (e.g., roads, bridges, culverts, parks, and facilities) is considered an asset.
- Experience in the operation of heavy equipment including but not limited to backhoes, dozers, and loaders.
- Experience working with refrigerated ice rinks, parks, recreation and facilities or related services is considered an asset.

**Road Condition Patrol:** This position may involve a rotating shift beginning at 1:30 am, with 80 hours per two-week pay period, to conduct Road Condition Patrol and requires the successful completion of Winter Patroller training.

The pay rate range for this Seasonal, Contract position is \$23.28 to \$27.22 (currently under review) per hour with generally 80 hours per pay period. Position is subject to variable hours of work. Required to be on standby, rotating on-call (evenings and weekends) and may be required to respond to emergency situations, or critical situations requiring an immediate response.

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**Join #TeamTay today and help transform the way local government connects with the community it serves.**

Qualified and interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – [www.tay.ca/jobs](http://www.tay.ca/jobs)
2. Please submit a cover letter and resume via email by **4:00 p.m., Wednesday, October 2, 2024**, to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**2024-020**' within the email subject line.
- Please indicate how you heard about this opportunity within your application.

We kindly thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used for candidate selection. Tay Township is an equal-opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Tay Township throughout the recruitment, selection and/or assessment process for applicants with disabilities.

Posted: 2024-09-11



**POSITION DESCRIPTION  
TAY TOWNSHIP**

<b>Position Title:</b> Operator/Labourer 1	
<b>Position Classification:</b> Operations Staff	<b>Pay Band:</b> 2
<b>Department/Division:</b> Operational Services/Parks, Recreation and Facility Services/Roads and Fleet Services	<b>Reports to (Directly):</b> Supervisor of Operational Services
<b>Direct Reports:</b> None	<b>Indirect Reports:</b> None
<b>Revision Date (s):</b> June 2024; April 2024; March 2024; February 2023; January 2022; February 2021; May 2019	<b>Hours Per Week:</b> 40

**Position Summary:**

Reporting to the Supervisor of Operational Services (“Supervisor”), or their designate, the Operator/Labourer 1 operates equipment/vehicles and performs functions in the construction and maintenance of the Municipality's roads, parks, and facility operations and capital works in compliance with applicable legislation and Township standards and common construction practices.

**Responsibilities:**

1. Operates heavy and small equipment including but not limited to a backhoe, loader, multi-purpose tractor, riding mower including zero turn mower, small/medium size car and truck with trailer, and any manual or powered equipment to construct and maintain Municipal roads, right-of-ways, parks, or facilities.
2. Completes winter control operations including snowplowing, snow removal, sanding/salting, culvert thawing, and winter patrolling; operates a pick-up truck with snowplow/sander attachments, multi-use tractor

with various blades and blower attachments, loader/backhoe, and sidewalk machine and uses handheld tools (i.e., snow shovel etc.) to remove snow or ice from roads, municipal parking lots, building entrances/exits, sidewalks and walkways.

3. Completes spring clean-up operations, sweeping winter sand off roads and boulevards, repairing lawns, and cleaning up snow storage areas.
4. Completes park maintenance and landscaping; cuts and rakes grass, sweeps sidewalks, collects garbage and debris, and cleans washrooms and buildings; uses handheld tools (i.e., rakes, shovels); maintains turf, baseball diamonds, beaches, and other Township parks and recreation amenities; operates zero turn, small tractors, various hand tools etc.
5. Undertakes repairs and construction to park equipment, buildings, or grounds utilizing small construction tools, and various equipment.
6. Assists with the set-up/teardown and cleanup of special events, park functions, and programs.
7. Tree trimming and removal including clearing/disposal of brush/debris at ground level via the operation of cutting and chipper equipment and tools.
8. Completes maintenance of roads, ditches, road allowance areas and other Township facilities to meet or exceed minimum maintenance requirements under the Municipal Act and to extend the life of Township assets.
9. Completes roadside mowing, brushing, ditching, cleaning catch basins and dry wells, debris and litter pick-up, and leaf collection.
10. Completes hardtop road maintenance including patching and spray patching, sweeping, flushing, and cleaning and shoulder maintenance; completes loose top road maintenance including patching and washouts, grading and scarifying, dust control and gravel resurfacing.
11. Road site ditching including the installation of culverts, storm sewers and or catch basins; prepares roads and ditches and installs new culverts in preparation for road resurfacing.
12. Conducts traffic control for construction sites and roadside operations in accordance with the Ontario Traffic Manual Book 7 including sign placement and flag person duties.
13. Conducts road condition patrols and takes appropriate action when road conditions are unsafe due to weather or other conditions, as required; records findings and recommends follow-up action to the Operational Services Lead Hand/Supervisor.
14. Monitors regulatory warning signs and street name signs for defective or missing signs and makes recommendations to the Supervisor for replacement; erects/repairs road signs.

15. Performs minor maintenance tasks related to vehicles and equipment, including interior and exterior cleaning/tidying.
16. Maintains accurate written and electronic records and logs.
17. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
18. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
19. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
20. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **Qualifications:**

### **Education, Certifications, and Training**

- ❑ OSSD (Ontario Secondary School Diploma) or equivalent.
- ❑ Class 'G' Drivers Licence in good standing.
- ❑ Book 7 Traffic Control training is considered an asset.

### **Experience**

- ❑ Related, progressive work experience, in municipal operations related to core municipal infrastructure (e.g., roads, bridges, culverts, parks, and facilities) is considered an asset.
- ❑ Experience in the operation of heavy equipment including but not limited to backhoes, dozers, and loaders.
- ❑ Experience working with refrigerated ice rinks, parks, recreation and facilities or related services is considered an asset.

### **Knowledge**

- ❑ Knowledge of small and heavy equipment acquired through practical

experience.

- Knowledge of the Occupational Health and Safety Act and safety procedures.

### **Skills and Competencies**

- Ability to exercise attention to detail and auditory, mental, and visual concentration and alertness to ensure the safety of others; ability to work independently in a safe, effective, and efficient manner; ability to safely operate varying pieces of equipment and tools (e.g., snowplough, backhoe etc.).
- Written and verbal communication skills, and technical skills.
- Ability to use a computer to complete individual timekeeping for payroll and complete assigned health and safety training.
- Must possess and exercise strong oral communication skills; and organizational skills, with the ability to problem solve.
- Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- Organized, flexible, and able to deal with multiple priorities; organizes own time as effectively as possible; ensures all activities and resources are used efficiently and effectively; adept ability to prioritize workload; adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.
- Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- Resolves conflicts without major disruption to workflows or interpersonal relationships.
- Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.

## **Effort, Physical Demands and Working Conditions:**

- ❑ Regular workweek – 40 hours; position is subject to variable days and hours of work; required to be on standby and rotating on-call (evenings and weekends) and a rotating weekend schedule from May to October; attendance/response may be required in the event of emergencies or critical situations requiring an immediate response in accordance with Township policy.
- ❑ Involves driving in severe, inclement weather for extended periods in the winter season and other seasons, as required; repetition requiring alertness is experienced when driving for extended periods.
- ❑ Required to conduct road condition patrols after hours and on weekends during the winter season as required.
- ❑ Performance of duties normally takes place in outdoor environments and within municipal facilities; environments also include out-of-office events/meetings; required to occasionally attend conferences, events, meetings, and/or training, at locations outside of Tay Township, that may require overnight accommodation.
- ❑ Subject to inclement weather and extreme temperature variations; the working environment contains some risks or discomforts associated with the operation of heavy equipment which requires additional safety precautions; may be exposed to wet, cold and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals; appropriate personal protective equipment (PPE) must be worn when working with or around hazardous chemicals and/or equipment.
- ❑ Required to wear/use various personal protective equipment (PPE) as assigned including, but not limited to: Canadian Standards Association (CSA) approved safety boots, cut-resistant pants/chaps, chemical resistant apron, gloves, respirator, safety eyewear, eye goggles, face shield, face masks, hearing protection, and hard hat. May be required to have limited facial hair to accommodate PPE.
- ❑ Position involves physical efforts for prolonged periods of driving/sitting, heavy lifting (up to 50lbs), pulling, pushing, climbing, reaching, operating maintenance equipment/tools, standing, walking, crouching, crawling, and working alone; computer/office equipment use is required for payroll timekeeping entry, health and safety training, and work order maintenance.
- ❑ Maintenance of functional physical condition required to conduct inspections, traverse work sites/environments, lift heavy objects and use tools and equipment that require a high degree of manual dexterity.
- ❑ Visual concentration or alertness is required when operating heavy equipment to ensure the safety of the work crew and the public;

inspecting equipment; installing signage, etc.; must be aware of other vehicles, pedestrians, animals, debris, and the public on or accessing roads.

- Position involves attentive listening and both mental and visual concentration with close attention to detail, including reading, analyzing, writing, and providing information; must be able to follow instructions and listen when direction and instructions are provided.
- Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

**Employment Conditions:**

- Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police
- Satisfactory Driver's Abstract