



Operator/Labourer

Tay Township - Employment Opportunity

Full-Time, Permanent Position

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; an integral and valued role on the Township's Operational Services Team. We are looking for adaptability to our growing and evolving Municipality and demonstrated enthusiasm for positively impacting the Corporation and our Community as one.

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

Qualifications

- Class 'DZ' Drivers Licence in good standing; Class 'AZ' Driver's Licence in good standing is considered an asset.
- OSSD (Ontario Secondary School Diploma) or equivalent.
- Minimum of 3 years of related, progressive work experience, in municipal operations related to core municipal infrastructure (e.g., roads, bridges, culverts, parks, facilities).
- Minimum of 3 years of experience in the operation of heavy equipment including but not limited to backhoes, dozers, loaders, graders, and tandem or tri-axle trucks with snowplough equipment.
- Knowledge of heavy trucks and equipment acquired through practical experience, and the Occupational Health and Safety Act and safety procedures.
- 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 (e.g., snowplough, backhoe etc.).

This position is required to be on standby, rotating on-call (evenings and weekends) and may be required to respond to emergency or critical situations requiring an immediate response and to conduct road condition patrols after hours and on weekends during the winter season as required. 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.

The compensation range for this full-time, permanent position is \$26.12 to \$30.56 per hour with a 40-hour work week; subject to variable hours of work. We also offer a comprehensive pension and benefit package (conditions may apply).

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
2. Please submit a cover letter and resume via email by **4:00 p.m., Thursday, January 4, 2024,** to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**Operator Labourer**' 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: 2023-12-13



**TAY TOWNSHIP
POSITION DESCRIPTION**

Position Title: Operator/Labourer	
Department/Division: Operational Services/Parks, Recreation and Facility Services/Roads and Fleet Services	Reports to (Directly): Supervisor of Operational Services
Direct Reports: None	Indirect Reports: None
Pay Band: 3	Hours Per Week: 40
Creation Date:	Revision Date (s): December 2023; August 2021; May 2019

Position Summary:

Reporting to the Supervisor of Operational Services, or their designate, the Operator/Labourer operates equipment 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.

Responsibilities:

1. 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.
2. Operates all heavy equipment including a grader, loader/backhoe, multi-purpose tractor, riding mowers, tandem truck (manual and automatic), and any manual or powered equipment to construct and maintain Municipal roads, right-of-ways, parks, or facilities.
3. Completes winter operations including snowploughing, snow removal, sanding, culvert thawing and winter patrols; operates a snowplough/sander, grader, 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.

4. Completes spring clean-up operations, sweeping winter sand off roads and boulevards, repairing lawns, and cleaning up snow storage areas.
5. Maintains turf, baseball diamonds, beaches and other Township parks and recreation amenities.
6. Cuts trees, clears brush, cuts, and rakes grass, sweeps sidewalks, collects garbage and debris, and cleans washrooms and buildings; Uses handheld tools (i.e., rakes, shovels).
7. Undertakes repairs and construction to park equipment, buildings, or grounds.
8. Assists with the set-up of special events, park functions and programs.
9. 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.
10. Completes roadside mowing, brushing, ditching, cleaning catch basins and dry wells, debris and litter pick-up and leaf collection.
11. 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.
12. Prepares roads and ditches and installs new culverts in preparation for road resurfacing.
13. 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.
14. 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 Lead Hand/Supervisor.
15. 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.
16. Performs minor maintenance tasks related to vehicles and equipment, including interior and exterior cleaning/tidying.
17. Maintains accurate written and electronic records and logs.
18. May be required to develop specialized skills such as ice rink operation,

working at heights, first aid, pesticide application, playground inspections, and building or equipment operator functions.

19. Models the Township's values by learning and being comfortable with new ideas that can deliver greater benefits for Tay community members.
20. Maintains a high degree of confidentiality and security of information. Where information is developed before Staff/Public release, ensures the confidentiality of information produced for Council and other sensitive information consumers.
21. Performs other related tasks and functions as assigned that are required or dictated by the Municipality's needs 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 and Training

- ❑ OSSD (Ontario Secondary School Diploma) or equivalent.
- ❑ Class 'DZ' Drivers Licence in good standing; Class 'AZ' Driver's Licence in good standing is considered an asset.
- ❑ Certified Grounds Technician (CGT) designation provided by the Ontario Recreation Facilities Association (ORFA) is considered an asset.

Experience

- ❑ Minimum of 3 years of related, progressive work experience, in municipal operations related to core municipal infrastructure (e.g., roads, bridges, culverts, parks, facilities).
- ❑ Minimum of 3 years of experience in the operation of heavy equipment including but not limited to backhoes, dozers, loaders, graders, and tandem or tri-axle trucks with snowplough equipment.
- ❑ Experience working with refrigerated ice rinks, parks, recreation and facilities or related services is considered an asset.

Knowledge

- ❑ Knowledge of heavy trucks and 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 (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.
- ❑ 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 as assigned.
- ❑ Demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Normal workweek – 40 hours; 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 or critical situations requiring an immediate response.
- ❑ 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 municipal facilities; environments also include occasional office meetings; required, from time to time, to attend meetings, seminars/conferences in locations other than Tay Township.
- ❑ 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, fall arrest equipment, 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 and health and safety training.
- 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.
- Position requires confidentiality in some aspects of the work.