

JOB DESCRIPTION & QUALIFICATION SPECIFICATIONS

POSITION:	Public Works Operator/General Labourer
REPORTS TO:	Manager of Public Works and Environmental Services
EFFECTIVE DATE:	June 2026

Position Summary:

Under the general direction of the Manager of Public Works and Environmental Services, the incumbent is responsible for operating various municipal vehicles/equipment and to provide a variety of maintenance and operations services, including road maintenance, for the Township of Asphodel-Norwood.

Position Qualifications:

- Secondary school diploma (Grade 12) or equivalent education.
- Experience with heavy equipment, including a grader, excavator, snowplow, and sander.
- A valid Class “D” license with “Z” endorsement is required.

Skills and Competencies Required:

- Working knowledge of Health & Safety Policies and the Highway Traffic Act.
- Familiarity with snow removal requirements including combination trucks, single axle and tandems and salting and sanding operations.
- Ability to operate a front-end loader and motor grader and various other pieces of heavy equipment.
- Traffic control training, chainsaw training preferred, Road Patrol training an asset.
- Good interpersonal, verbal, and written communication skills; tact and courtesy in dealing with co-workers, management staff, and the general public.
- Ability to work in an independent, professional manner with minimal supervision.
- Ability to work flexible hours of work including evenings and weekends when call ins are required.
- Ability to lift up to 30 kgs and be physically fit to perform the assigned tasks.

Key Responsibilities:

- Operating all types, sizes and weights of tools, equipment, and vehicles in the loading, hauling, and unloading of equipment, water, gravel, soil, sand, salt, snow and other materials.
- Performing required labour involved in construction and maintenance projects as part of a crew, including, but not limited to: patching; ditching; culvert placement and repair; bridge maintenance; curb and gutter repair; tree removal; brushing; maintenance hole/structure, catch-basin, and line cleaning; sidewalk repair and cleaning; sign installations and repairs; etc.
- Operating tools and equipment required to perform maintenance duties.
- Plowing snow and sanding/salting roads during winter storm events.
- Performing routine inspection, cleaning and preventive maintenance on tools, equipment, and vehicles, and take appropriate action to ensure required repairs are made.
- Performing flagging and traffic control for road works.
- Performing regular, daily, year-round patrol(s) and/or inspections of all Township Roads in Asphodel-Norwood.
- When on shift, you will perform duties like those done on day shift.
- Perform other duties as assigned.

Working Conditions:

- May be required to work unusual hours in order to handle emergencies and operations during poor weather conditions.
- May be exposed to moderate levels of noise, dirt, dust and hazardous substances while on job sites.
- May be exposed to inclement weather conditions.
- Will be required to wear appropriate personal protective equipment as needed.
- Ability to work safely with others and on your own.

Mental & Physical Effort:

The following may be required to perform the job:

- Working under deadlines and the ability to handle the stress inherent to this.
- Standing, walking and sitting for extended periods of time.
- Being able to carry, push, and/or pull light to moderate amounts of weight.

The above descriptions reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position.

Employee Approval
Name:

Approval Date

Chief Administrative Officer

Approval Date