

Job Description

Grader Operator

PURPOSE

(The main reason for the position, in what context and what is the overall end result).

The Grader Operator is responsible to for operating the grader and other heavy equipment in a safe and effective manner in order to ensure the roadways are accessible, safe and in good operating condition.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Grader Operator is responsible for operating the grader and other heavy equipment in a safe and appropriate manner. Heavy equipment may include trucks, front-end loaders, dozers, compactors, snowblowers and other pieces of equipment. The Grader Operator must also clean, maintain and secure all equipment.

The Grader Operator must deal with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The Grader Operator must make note of and report on any such complaints and respond in a courteous and respectful manner.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Operate heavy equipment in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life

Main Activities

- Operate the grader and other heavy equipment including front end loaders, dozers, trucks, compactors, snow blowers, grass cutters and other mobile equipment in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks
- Clean heavy equipment as scheduled and/or required
- Ensure heavy equipment is safely and securely stored
- Advise the Public Works Foreman of any requirements for maintenance or repairs
- Participate in routine maintenance
- Practice workplace safety
- Maintain inventory of equipment

2. Maintain roads and transportation systems in order to ensure safe roadways within the hamlet

Main Activities

- Ensure access to houses, businesses, water supply and waste sites
 - Maintain easements
 - Perform pre-winter, winter, spring and summer maintenance on roads
 - Use equipment for snow removal
 - Use equipment to level roads and ensure proper drainage
3. Perform other related duties

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of truck and equipment safety
- ✓ knowledge of operation of front end loaders, dozers, graders, compactors, snowblowers and other pieces of heavy equipment
- ✓ knowledge of equipment maintenance and storage procedures
- ✓ knowledge of road construction, snow removal and maintenance techniques
- ✓ knowledge of workplace safety requirements and procedures
- ✓ knowledge of record keeping systems
- ✓ knowledge of equipment cleaning standards and procedures

Skills

The incumbent must demonstrate the following skills:

- ✓ ability to operate mobile and heavy equipment in a safe and responsible manner
- ✓ client service and public relations skills
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to read and write to keep daily records
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

The Grader Operator is required to have a Class 1 Drivers License and/or a Heavy Equipment Operators Journeyman Certificate.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Grader Operator has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Grader Operator will have to work in all weather, and must be prepared for both extreme heat and cold. The Grader Operator must ensure that all activities are completed in a safe and efficient way.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Grader Operator must work outside in all different weather conditions including extreme cold and extreme heat. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Sensory Demands

(The nature of demands on the incumbent's senses)

He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Grader Operator must work independently and is expected to maintain a schedule of work. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.