



Come for a visit. Stay for a lifestyle.

The Municipality of Trent Hills  
Invites Applications for the Position of

**Temporary Equipment Operator**  
November 2024 – April 2025

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

The temporary Equipment Operator will provide a variety of construction, maintenance (regular and winter) and repair services to roads, roadsides, signs, culverts and drainage features, public property and other municipally owned infrastructure for the safety and convenience of the public and will assist in other areas of the Public Works operations.

**Qualifications:**

- Minimum Grade 12 Diploma with preference for technical studies or equivalent industry courses in heavy equipment operations;
- One (1) to three (3) years' experience in a public works environment and road construction, winter control operations and maintenance, and related heavy equipment operations including but not limited to backhoe, grader, loader, plow equipment, etc.;
- Minimum Class "D" drivers license, Z endorsement;
- Further training on Traffic Flagging, First Aid/CPR and WHMIS; and
- Valid and satisfactory Criminal Record Check and Driver's Abstract.

The regular hours of work for this temporary position is 40 hours per week plus overtime as dictated by the weather to ensure roads are maintained for the safety of the public.

The pay rate for this position is \$26.72 per hour.

Resumes will be received until **2:00 p.m. on Monday, November 4, 2024**. Please send resumes marked "Temporary Equipment Operator" to the following address:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030  
66 Front Street South  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email [kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.



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**Position:** Equipment Operator  
**Department:** Public Works  
**Reports to:** Director of Public Works, Manager of Roads and Urban Services, Assistant Manager of Roads and Urban Services, Roads Leadhand

### **Union Affiliate**

### **Position Summary:**

Equipment Operator is required to provide a variety of construction, snow and ice removal, maintenance and repair services to roads, roadsides, signs, culverts and drainage features, public property and other municipally owned infrastructure for the safety and convenience of the public and is required to assist in other areas of the Public Works operations.

### **Duties and Key Responsibilities:**

#### **Program/Service**

- Performs preventative maintenance, repairing, clearing of debris and/or replacing facility equipment or parts which may, for example, be fouled, show signs of wear, may be leaking, or are broken down;
- Creates detailed reports on all repairs conducted in order to create a performance history, and in accordance with health and safety requirements;
- Maintains an account or inventory of materials at hand, parts and materials used;
- Works with and/or liaison with contractors and repair shops for repairs which cannot be done on site or by on-site personnel;
- Complies with and adheres to established operating procedures and schedules for the facilities, particularly those established for emergency situations;
- Adheres to all applicable policies, guidelines and regulations;
- Reports to the Manager of Roads and Urban Services and/or Assistant Manager of Operations any non-compliance situations;
- Maintains a facility log of equipment performance, unusual occurrences and corrective action required, for reference purposes;
- Performs locate services of municipal infrastructure;
- Notifies Managers and Fleet Department of any concerns regarding the repair or safe operation of equipment;
- Performs road patrol duties as required;

- Maintains general cleanliness of grounds;
- Responds to emergency situations;
- Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, and reviews professional journals, to enhance and maintain knowledge of trends and developments;
- Maintains and updates contingency plans and WHMIS data, as assigned;
- Assists in all areas of road and roadside maintenance;
- Operates winter control equipment for snow and ice control, including but not limited to snow plow, sander unit, snow blower, etc. in a safe and efficient manner;
- Provides support to other maintenance staff;
- Maintenance and upkeep of various municipal infrastructure; roads, vehicles, drains, culverts, trees, facilities, streetlights, storm system, etc. in safe operating condition;
- Safe handling of chemicals;
- Maintains records of operation and complete related standard reports;
- Repairs minor mechanical faults to vehicles and equipment by following maintenance and servicing schedules (i.e. clean, lubricate and conduct operational checks on equipment);
- Reports major faults to vehicles and equipment and recommend repairs/replacement;
- Maintains and inspects streets, sidewalks, streetlights, storm system, public buildings and grounds for conformity to municipal/provincial standards and reports deviations to Manager;
- Removes litter, snow, ice and other obstructions from roads and sidewalks and other public properties;
- Cuts and trims trees;
- Practices and observes safety procedures;
- Follows the signals of crew members while operating equipment; and
- Operates heavy equipment to dig trenches, load heavy materials, break rock or concrete, back-fill excavations, scoop and dump materials, grade and level road surfaces, move and remove snow and ice and other related activities.

### **Administration**

- Daily reporting of work performed on standard report forms provided.

### **Miscellaneous**

- Deals continuously and courteously with the public while maintaining a proper image of the Municipality;
- Ensures that stock and tools are properly maintained;
- Responds to request for service from the public as assigned;
- Performs other duties related to the support of the Public Works

- Department and the Municipality;
- Other duties as assigned related to achieving the objectives of the position; and
- Maintain appropriate liaison with Manager and staff as well as other agencies such as utilities, consultants, provincial officials, etc.

### **Position Qualifications:**

- Minimum Grade 12 Diploma;
- One (1) to three (3) years experience in a public sector works environment and road construction, winter control operations and maintenance and related heavy equipment operations including but not limited to backhoe, grader, loader, snow and ice removal equipment, etc.;
- Preference for technical studies or equivalent industry courses in heavy equipment operations;
- Further training on Traffic Flagging, Confined space, CPR, First Aid, WHMIS;
- Minimum class “D” Drivers license, Z endorsement with a satisfactory driver’s abstract ;
- Desirable Class “A” Drivers license, Z endorsement with a satisfactory driver’s abstract;
- Valid and satisfactory Criminal Record Check;
- Good physical condition required to conduct inspections, traverse work sites and perform activities in confined and limited spaces, lift heavy objects (50 lbs or less) and handle tools used in performing related duties;
- Knowledge of:
  - Road and roadside construction and maintenance practices and standards;
  - Heavy equipment operations and routine maintenance;
  - Occupational Health and Safety Act and safe working practices, workplace health and safety standards and practices; and
  - Safe operation of equipment and vehicles.

### **Key Performance Competencies:**

- Ability to work outdoors, in noisy, dusty and dirty environments, confined spaces and in variable weather conditions;
- Ability to work varied shifts, overtime and weekend work;
- Ability to evaluate operation and performance of related storm systems, including input to assist Manager in planning, organizing and directing functions of the division;
- Ability to work safely with others and on your own;
- Ability to record and maintain accurate records;
- Ability to deal effectively with contractors, agencies, utilities and members of the general public in a courteous and helpful manner;

- Ability to sit for long periods of time on vibrating or bouncing machinery;
- Ability to communicate effectively;
- Ability to work varied shifts, overtime and weekend work;
- Ability to safely and efficiently operate a variety of specialized heavy construction equipment, including but not limited to backhoe, grader, loader, snow and ice removal equipment, etc.;
- Ability to perform routine maintenance on specialized heavy equipment;
- Ability to operate smaller hand tools and equipment used in construction (i.e. chain saws, etc.); and
- Ability to lift heavy objects.

**Decision Making and Judgement:**

Directly supervised by the Leadhand or Manager for advice or information regarding assigned duties.

Judgement is exercised in:

- Responding to emergency and call-out situations in an efficient and timely manner;
- Working without supervision once the task has been outlined by the Supervisor;
- Notifying Supervisor of operational problems or issues as necessary;
- Ensuring that work activity is carried out in accordance with the standards maintained and approved by the Municipality; and
- Notifying supervisor of operational problems of the Highway Traffic Act, Ontario Provincial Standards, and Specifications and any other standards maintained by the Municipality.

**Planning:**

- Plans activities related to work assignments on a day-to-day basis.

**Interpersonal Skills/Contact:**

- Interpersonal skills to work with co-workers, contractors and provide information to the public.

**Internal**

- With other co-workers and/or contractors for the purpose of sharing information to complete work assignments.

**External**

- With the public to provide information, ensuring courteous and tactful relations.

**Working Conditions:**

**Environment**

- Work outdoors on a frequent and as is required basis;
- May be exposed to inclement weather and potentially hazardous working environments;
- Work in confined and tight spaces to access parts and sections of equipment requiring maintenance;
- Exposure to hazardous chemicals in the regular performance of the duties of the position; and
- Work overtime and unusual hours to handle public work emergencies.

**Impact of Errors:**

- Errors could endanger personal or public health and safety create poor public relations, loss of professional credibility; and
- Errors could cause damage to public infrastructure or equipment causing disruptions in service and inconvenience to the public.

**Acknowledgement**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_