



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Employment Opportunity

Public Works Equipment Operator - Unionized Position

TEMPORARY Full-Time Contract

Approximate 4 Month Term (December 2024 to End of March 2025)

The Township of Norwich with a population of 11,367 is one of five rural Townships within the County of Oxford. The municipality is seeking a temporary full-time Public Works Equipment Operator for approximately four (4) months. This is a unionized position with a Collective Agreement between the Township of Norwich and CUPE Local 1589. The start rate of pay will be \$26.02 per hour, as per the Collective Agreement. Included are employee benefits and an offer of participation in an OMERS pension plan. This position will be day/shift work; including evenings and weekends.

QUALIFICATIONS must include the following:

- Grade 12 or equivalent
- Must possess and maintain a valid class DZ or AZ Ontario Driver's Licence
- Minimum one (1) year experience in the operation of heavy trucks and equipment for the purpose of winter and summer maintenance
- Minimum one (1) year experience in the maintenance of dump trucks and heavy equipment
- Previous construction/equipment operator experience
- Excavator and/or snowplow experience would be considered an asset
- Candidates may be tested on their skills

Please view a detailed job description which is available on our website at www.norwich.ca or upon request.

Applicants must indicate how they meet the minimum qualifications in their resume. Please submit your cover letter and resume **by 4:00 p.m. Friday, December 6th, 2024**, to:

Mary Winegarden, Human Resources Coordinator
Township of Norwich, 285767 Airport Road, Norwich, ON N0J 1P0
Phone # 519/667-2000 Ext. 7616, E-Mail: mwinegarden@norwich.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The Township of Norwich is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities (AODA) upon advance notice of specific accommodation required.



JOB DESCRIPTION

Public Works Operator

PURPOSE:

The Public Works Operator operates a variety of heavy equipment, performs maintenance, repair and snow/ice removal operations on Township roads and adjacent above ground areas to maintain an acceptable standard for public safety and convenience. This position reports to the Public Works Manager and the Roads and Construction Manager. This is a unionized position, between Canadian Union of Public Employees (CUPE) Collective Agreement and the Township of Norwich. A Criminal Background Check and/or a Driver's Abstract will be required if offered employment.

SKILL AND EFFORT:

Education and Qualifications

- Must have successfully completed O.S.S.D (Grade 12) or equivalent
- Must possess and maintain a valid class DZ or AZ Ontario Driver's Licence
- Minimum one (1) year experience including but not limited to the operation of heavy trucks and equipment for the purpose of winter and summer maintenance in Public Works or equivalent
- Minimum one (1) year experience including but not limited to the maintenance of all road equipment such as changing oil, lubricating, minor repairs, replacing shoes and blades, etc.
- Arc and mig welding experience is an asset
- Previous construction/equipment operator experience, including backhoe experience is an asset
- Must possess knowledge and understanding of the Occupational Health & Safety Act
- Candidates selected for an interview may be tested



RESPONSIBILITIES:

- Required to operate a tandem/or single axle dump truck, tractor mower/loader/backhoe, roller, weed sprayer, grader (when required), highway sweeper, snow blower, asphalt paver, pickup truck, and other miscellaneous power and hand tools.
- Performs roadside maintenance such as mowing grass, weed spraying, trimming/removal of brush and trees, ditching, cleaning of storm sewers, catch basins, culverts, hand patching in addition to paving operations, filling of washouts, repairing, adjusting and installing signs, cleaning curbs and gutters, picking up litter and debris.
- Completes reports, inspection sheet/reports, documents required by the Township and for compliance with the Ontario Minimum Maintenance Standards, the Occupational Health and Safety Act and other forms of legislation where necessary.
- Performs road surface maintenance such as machine and hand asphalt patching, hauling and spreading granular materials.
- Inspects culverts and performs maintenance such as removing debris, culvert removal, associated ditching and installs new or repaired culverts.
- Performs line striping on roads and highways using hand spray equipment at crosswalks and school crossing.
- Performs winter control operations such as plowing roads to remove snow and ice, sanding and salting roadways, loading sand/salt/snow, and maintaining catch basins, culverts and roadsides for drainage.
- As directed, checks, adjusts, installs and removes safety devices, signs, delineators and guide rails.
- Performs maintenance of all road equipment such as changing oil, lubricating, minor repairs, replacing shoes and blades, cleaning, scraping, sand-blasting and painting.
- Sets up safe lane closures and detour routes by placing detour signs and by flagging traffic as directed.



- Cleans bridges and paints railings using high pressure spray wash and hand/power cleaning tools and painting equipment.
- Performs maintenance services such as minor repairs and custodial services to Township Public Works buildings.
- Makes necessary repairs to Township fences.
- Required to perform physical work such as lifting, pushing, pulling, and carrying.
- Requires good working knowledge of road safety practices and required to be a competent worker as defined by the Occupational Health and Safety Act.
- Discusses plans and priorities with Manager(s) – recommends techniques for dealing with maintenance and repair problems
- Performs all other duties as assigned.

WORKING CONDITIONS:

The following conditions below include but are not limited to:

Physical Demands

- This position will be day/shift work; including evenings and weekends, and/or possible call-ins.
- The employee is regularly required to stand; sit; walk on a wide range of surfaces; use hands to finger, handle, or feel, reach with arms; climb or balance; stoop, kneel crouch, or crawl and talk or hear.
- Ability to lift, use manual and powered pneumatic, hydraulic, gas and electric powered tools and equipment.

Environmental Conditions

- This position involves all weather conditions ranging from very cold to hot and humid.
- The employee may be exposed to unpleasant sights and smells.



Mental Demands

- This position must be able to complete tasks in a timely manner.
- All Public Works staff must be able to effectively interact with the public and their co-workers in a courteous and respectful manner.
- The employee must be able to exercise judgment when working without direct supervision once the task has been outlined
- Notify the Lead Hand, or Manager(s) of Public Works, of any operational problems or issues, and ensure work is carried out to quality standards established by the Township of Norwich.