



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Employment Opportunity

Public Works Grader Operator

Full Time Unionized Position

The Township of Norwich, with a population of approximately 11,367, is one of five rural Townships within the County of Oxford. The municipality is seeking a full time Public Works Grader Operator. 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 \$26.33 per hour, as per the Collective Agreement. You will also receive benefits and be enrolled into a Pension Plan (OMERS).

Reporting to the Road and Construction Manager, the incumbent will be responsible for, but not limited to the safe and efficient operation of snow and ice removal, operating Township equipment, vehicles and a variety of hand and power tools to perform assigned maintenance and repair tasks, and other assigned duties as required. The Township may, from time to time, review and amend your duties, responsibilities and reporting relationships as it deems necessary. This position will be day/shift work, including evenings and weekends.

QUALIFICATIONS must include the following:

- Must possess and maintain a valid class DZ or AZ Ontario Driver's Licence
- Must be capable of satisfactory operation of the road grader
- Minimum one (1) year experience in the maintenance of dump trucks and other various types of heavy equipment
- Minimum one (1) year experience in the operation of heavy trucks and equipment for the purpose of winter and summer maintenance in Public Works
- Working knowledge of the Occupational Health & Safety Act

A detailed job description can be found on our website at: www.norwich.ca

All qualified applicants are encouraged to apply by submitting a resume and a letter detailing how they meet these qualifications **by 4:00 p.m., Wednesday, February 12th, 2025**, to:

Mary Winegarden
Human Resources Coordinator
Phone #519/667-2000 Ext. 7616
E-mail address: 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 Grader Operator

PURPOSE:

The Public Works Grader 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 Manager of Public Works and Roads and Construction Manager and is a unionized position, which operates under the Canadian Union of Public Employees (CUPE) Collective Agreement.

SKILL AND EFFORT:

Education and Qualification

- Grade 12 or equivalent
- Must possess and maintain a Valid Class DZ or AZ Ontario Driver's Licence
- Minimum 1-year experience operating a grader
- Minimum 1-year experience in the maintenance of dump truck and heavy equipment
- Minimum 1-year experience in the operation of heavy trucks and equipment for the purpose of winter and summer maintenance in Public Works
- Experience in arc and mig welding
- Previous construction/equipment operator experience is required
- Candidates selected for an interview may be tested

RESPONSIBILITIES:

- Required to operate a grader, tandem/or single axle dump truck, tractor mower/loader/backhoe, roller, snow blower, asphalt paver, highway line marker, pickup truck, and other miscellaneous power and hand tools.
- Performs roadside maintenance such as mowing grass, 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 of the Occupational Health and Safety Act and other forms of legislation where necessary.
- Performs hard and loose top 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 a highway line marker and 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 Roads and Construction Manager and/or Manager of Public Works – 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; ability to 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 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.