

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

TRANSPORTATION OPERATION & MAINTENANCE – ROADWAY MAINTENANCE– LOCATION – VARIOUS LOCATIONS

YARD ATTENDANT - DISTRICTS – CUPE 5167

SUMMARY OF DUTIES

Reports to District Supervisor in Transportation Operations & Maintenance, Roadway Maintenance Section. Performs maintenance, inspections and minor repairs as required on City vehicles and small tools/equipment directly related to the-Roadway Maintenance yard. Works in accordance to applicable Health and Safety legislation and all City of Hamilton Corporate and Departmental Policies and Procedures. Performs duties as assigned which are directly related to the major responsibilities of the District Yard Attendant.

GENERAL DUTIES

Pick up and deliver trucks and small equipment for scheduled and emergency repairs as directed or required. Receives, stock materials & is accountable for accurate receipting and inventory.

Updates and audits inventory of all material, equipment, and tools such as but not limited to hand tools, critical tools, traffic control signage and equipment & stock materials. Maintains updated electronic logs of such items listed above and submit records to the Supervisor. Escalate any discrepancies as they are found.

Complete inventory checks of hand tools, small tools and stock materials and submits to Supervisor as per deadlines assigned. Assist with year-end yard inventory counts and documentation. Properly investigate the discrepancies to complete the inventory counts.

Performs regular Inspections, repairs and maintenance on small tools, equipment and fleet vehicles as directed or required. Ensures completion all logs, reports or documents accurately as well as report all deficiencies.

Operate & maintain hand and power tools for which the Yard Attendant is adequately trained and or certified to do so. Equipment may include, but not limited to wrenches, ratchets, drills, grinders, pumps, oxy & acetylene torches, generators and gas-powered equipment i.e., grass trimmer or chainsaw.

Request maintenance/ repair for equipment, ensuring there are proper approvals prior to dropping off the equipment for repair. Assisting with preventative maintenance checks and notifying any damages to supervisor.

Provide feedback on tools/equipment performance and quality. Communicate the need/demand for new inventory to Supervisor.

Assist with disposing old/damaged equipment ensuring documentation is complete prior to disposal.

Operate front end loader, backhoe, crew cab or dump truck, dump truck with plow/wing as directed or required. Responsible to wear all applicable personal protective equipment as assigned or required as per work being performed.

Perform operator duties as required. Performs labouring and driving duties such as but not limited to climbing, lifting, balancing, kneeling, stooping, walking and handling of materials.

Interacts with the general public, colleagues, representatives of other agencies, supervisors, suppliers, and co-workers in a courteous and respectful manner, while demonstrating the City of Hamilton's Corporate Cultural pillars. Receives and responds to inquiries from staff and suppliers in a professional and timely manner.

Ability to prioritize duties or tasks as assigned and works well independently or in a team environment with minimal supervision. Effectively communicate any outstanding tasks or anticipated missed timelines to Supervisory staff & provides a revised completion schedule.

Works in an ethical and trustworthy manner through accurate completion of assigned tasks, logs and other positional documentation.

Responds to emails in timely manner, updates electronic spreadsheets and logs, and other computerized documents Works with competent knowledge in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Technical knowledge of various types of machines, equipment and tools required. Must be capable of performing various maintenance tasks related to vehicle maintenance, such as but not limited to changing "Mechanical Sweeper" replacement parts and accessories (street cleaning brooms) plow blades, plow harness, push arms etc.
2. Demonstrated experience operating front end loader, weight scale i.e., load rite/e-z scale, dump truck with plow/wing, interchanging loader attachments i.e. forks, bucket. Certificate of training on equipment would be considered an asset. Backhoe experience would also be considered an asset.
3. Demonstrated experience to operate items such as but not limited to hand tools, wrenches, pneumatic impact tools, hydraulic cylinders regarding performing minor maintenance and repair of small equipment. Demonstrated mechanical knowledge and experience related to use, diagnostic & repair of small tools/equipment.
4. Must be able to understand and follow detailed procedures, instructions and take direction. Ability to accurately complete various logs, inventory counts, documents, inspection forms and other administrative information, both electronic and paper versions. Must possess the skills to maintain an accurate inventory record of all materials, tools and equipment used in Road Operations and Maintenance.
Must be able to work with Road and Maintenance materials such as but not limited to asphalt, concrete, granular, topsoil. Must be able to work with fuel and prepare fuels for use in small equipment. i.e., mixed gas. Must be able to lift a minimum of 23 kgs with an occasional requirement to lift up to 45 kgs.
5. Must be able to use fractions and decimal arithmetic and simple formulas, diagrams and drawings.
6. Must have organizational skills and able to work in fast paced environments.

7. Knowledge of relevant legislation such as but not limited to Occupational Health and Safety Act and Regulations including W.H.M.I.S, legislation, 70 hours Service Regulations, Book 7 Traffic Control, Highway Traffic Act, Minimum Maintenance Standards, and Lock out procedures.
8. Must have solid interpersonal skills required to assist and respond with all scenarios and situations regarding the general public, co-workers, supervisors and any other stakeholders etc.
9. Must be able to work in adverse road and weather conditions. Winter operations includes to work beyond 8-hour work shift, overtime, call outs, weekends, nights etc. when required.
10. Must possess a valid Class "D" License with a "Z" endorsement and a Driver's abstract clear of any demerit point and pending infractions and/or record found to be satisfactory to the City of Hamilton.
11. Must be proficient and have demonstrated working knowledge in the use of computers, smart phones, tablets, other electronic devices and various software programs; e.g. Word, Excel, Microsoft Outlook, windows search tools, and other programs.
12. Previous inventory management experience preferred.

THIS POSITION REQUIRES A VALID CLASS "DZ" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.