

CITY OF HAMILTON

THIS IS A DUAL POSITION, CONSISTING OF TWO SEPARATE JOB DESCRIPTIONS/POSITIONS

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION – PARKS SECTION – LOCATION – VARIOUS)

LEAD HAND/TRUCK DRIVER – PARKS MAINTENANCE- CUPE 5167

SUMMARY OF DUTIES

Reports to the District Supervisors within the Parks and Cemeteries Section of the Environmental Services Management Division. Directs, schedules and works with a crew to maintain City parks, roads and sports field infrastructure in accordance with prescribed standard operating practices, policies, procedures and specifications.

GENERAL DUTIES

Directs, schedules and works with a crew to maintain City parks, roads and sports fields.

Transports crew, materials and equipment to job site and provides direction, coaching and mentoring, and training of subordinate staff.

Completes various inspection and maintenance reports and logs; makes recommendations to Supervisors for consideration in capital and operating budgets.

Prepare cost estimates for repairs and or replacement of Parks and Cemetery assets.

Reads and interprets landscape and construction blueprints, i.e. placement of shrubs, trees and flower beds. Oversees contractors, i.e. scrutinize pest control programs.

Liaises with user groups (i.e. Sport user groups, special events, BIA's community ice rinks etc.).

Drives equipment such as crew cabs, stake trucks and dump trucks; loaders, and various turf equipment.

Connects/disconnects and tows equipment trailers and various implements.

Operates hand and power tools and equipment such as rakes, shovels, picks, drills, blowers, post hole augers, acetylene torches, clippers, hand/power saws, weed eaters, mowers, grinders, and compactors.

Clears litter and debris.

Plants and maintains grass, trees, shrubs and flowers.

Builds, installs and repairs wooden and frost fences, picnic tables, benches, and signage.

Repairs and maintains outdoor structures such as fence lines, backstops and goal posts, storage sheds, and buildings.

Repairs and maintains small equipment such as aerator and fertilizer spreaders; weed eaters and blowers.

Picks up and delivers vehicles, parts and equipment. Loads and unloads equipment.

Cuts and chalks lines on sports fields in accordance to field layout specifications.

Mixes and dispenses various fuels.

Takes fuel readings; inputs daily totals, usages and inventory of fuel.

Performs minor plumbing repairs.

Performs minor maintenance and repairs to buildings and stands, benches and tables.

Performs preventative maintenance on vehicles, tools and equipment.

Receives calls; takes messages.

Opens and closes various facilities.

Works 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.

Ensures that employees assigned to the works crew are provided with and instructed on the use of the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and adheres to all City of Hamilton corporate and departmental policies and procedures. Ensures that infractions are reported and appropriate action is recommended to the Supervisor for those employees who do not work in compliance with legislation, policies and procedures.

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

QUALIFICATIONS

1. Previous maintenance experience using tools and equipment related to duties listed above.
2. Previous experience directing, coaching and mentoring subordinate staff and working with crews to foster a positive working environment.
3. Previous progressive experience in parks maintenance and related programs or parks/horticulture training or education.
4. Ability to read and interpret blueprints.
5. Ability to operate trucks such as crew cabs, stake and dump trucks in a safe manner.
6. Ability to operate tools and equipment in a safe manner.
7. Must possess a valid Class "DZ" Driver's Licence.
8. Able to understand and follow detailed procedures in performing trade or craft type work.
9. Able to use fractions and decimal arithmetic and simple formulas, diagrams and drawings.
10. Certified Parks Technologist (CPT designation) would be an asset.
11. Landscape Exterminator License would be considered an asset.
12. Working knowledge and skill with computers in a Window environment utilizing Microsoft Office would be an asset.

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.

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

ROADS & TRAFFIC DIVISION – ROAD OPERATIONS & MAINTENANCE

LOCATION – VARIOUS

WINTER OPERATOR (ROADS) - CUPE 5167

SUMMARY OF DUTIES

Reports to Supervisors within the Roads & Traffic Division.

Performs winter operation duties. Operates, inspects and maintains various equipment and or vehicles for snow removal/clearing, blowing and material application operations which may also include general maintenance duties such as pothole patching, roadside litter collection, general labour, drainage inspections etc.

GENERAL DUTIES

Operate, inspect and maintain various pieces of equipment/vehicles such as industrial size snow blowers, single and tandem axle sander/salter/plow trucks, backhoes, tractors, front end loaders, and plow with wing relating to the winter control program.

Performs pre-trip inspections and is responsible for related documentation as per MTO and City of Hamilton policies and procedures such as 70 hours regulations

Interacts with the general public, representatives of external agencies, supervisors and co-workers in a courteous and respectful manner.

Operate and maintain a variety of hand tools such as but not limited to shovels, picks, power tools etc.

Remove snow from sidewalks, pathways, road by shovelling, ploughing, blowing, sanding, or salting.

Perform duties in various locations of the Roads & Traffic Division. Duties vary dependent on location, rural or urban setting and weather. They may include duties such as but not limited to filling potholes, shovelling, manual labour, traffic control (flagging), operation of various power tools, vehicles, equipment, ground restoration duties, litter/bulk pick up, working around water pertaining to road and sidewalk maintenance duties.

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

Work 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.

QUALIFICATIONS

1. Previous operator experience related to roadway and sidewalk snow plowing/spreading/removal operations normally acquired by a combination of education and relevant work experience. OSSD or equivalent would be considered an asset.
2. Previous road maintenance experience of winter and summer programs would be considered an asset
3. Previous experience, training, and competent ability to operate vehicles such as but not limited to: crew cabs, stake, dump trucks, snow plows and other tools and equipment associated with used for winter operations and general road maintenance. Ability to operate vehicles, tools and equipment in a safe manner.
5. Must be able to understand and follow detailed procedures, instructions and take direction. Ability to accurately complete various logs, documents, inspection forms and other administrative information. Able to use fractions and decimal arithmetic and simple formulas, diagrams and drawings.
6. Must have good interpersonal skills to interact with supervisors, co-workers and the public.
7. Knowledge of relevant legislation such as the Occupational Health and Safety Act, Highway Traffic Act, Book 7 and Hours of Service Regulations, W.H.M.I.S. legislation and other relevant construction related legislation.
8. Must be available and able to work shifts and on callouts, including weekends, nights etc. with crew as well as independently with minimal supervision. Winter operations includes to work beyond 8hr. work shift, overtime, callouts, weekends, nights etc., when required.
9. Must be able to lift a minimum of 23kgs with an occasional requirement to lift up to 45 kg.
10. Must possess a Class "D" Licence with a "Z" endorsement and an abstract clear of demerit points, infractions and pending infractions and/or a record found to be satisfactory to the City of Hamilton.
11. Demonstrated experience operating a CVOR vehicle for more than 3 years an asset.
12. Must be able to work in adverse road and weather conditions.
13. Working knowledge and computer skills utilizing Microsoft office, Web search engines, GPS tools and windows functions an asset.

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

NOTE 1:

This position will involve shift work.

NOTE 2:

Candidates being considered for this position must satisfactorily pass a driving evaluation, written evaluation and interview.

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