

TOWNSHIP OF TERRACE BAY
JOB DESCRIPTION

JOB TITLE: UTILITY PERSON

GENERAL SUPR.: PUBLIC WORKS SUPR.

DEPT.: PUBLIC WORKS

GROUP: UNION

J.C. NO.: 10-02

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JOB FUNCTION

1. To operate mobile and auxiliary equipment and perform general, manual labour, to maintain, repair, install and service municipal utilities and works.

JOB SPECIFICATIONS

2. Grade 12 Education or equivalent. 1 to 3 years experience related to heavy duty equipment operation and maintenance or equivalent, vocational training in mechanical repair and equipment operation.
3. Class "DZ" driver's licence.

DIRECTION RECEIVED/INDEPENDENT ACTION

4. Follows departmental operating policies and procedures; and provincial regulations and standards regarding health, safety and work practices with respect to the installation, repair and maintenance of sewer and water distribution and collection systems and the operation and use of vehicles and equipment.
5. Receives daily assignments and priorities from supervisor regarding scheduled installation, repair, maintenance and service. Works independently to carry out routine assignments (e.g. scheduled refuse collection and road maintenance).
6. Receives direction regarding irregular or non-routine assignments (e.g. repair procedure for major line breaks).
7. Work is monitored by supervisor through frequent visual inspections.
8. Training and instruction in equipment operation and safe work procedures is provided as arranged by supervisor. Keeps up-to-date on technical requirements and product/equipment changes by attending courses and demonstrations as requested.

SUPERVISION/DIRECTION OF OTHER EMPLOYEES

9. Not normally responsible for the supervision of others.
10. Works with labourers usually 1 or 2, as assigned by Supervisor. When assigned to work with new employees, provides instruction in work procedures, standards and practices (e.g. safe trenching procedures).
11. Required to follow safe work practices to avoid injury to co-workers. For example, ensures proper excavation and shoring of trenches, and ensures area clear before engaging equipment.
12. Required to work in two-member team, prepared to extract co-worker from dangerous gas conditions in confined spaces.

WORKING RELATIONSHIPS

Routine Contacts:

13. General Public - To respond to enquiries at job sites. Refers all complaints to superiors.
14. Other Municipal Employees - Police, recreation office, airport etc., to provide services. Airport to obtain clearance to clear runway.

Non-Routine Contacts:

15. Utility Customers - To notify or request access (e.g. cut off water to perform repairs, thaw pipes).
16. Ministry Officials - To respond to questions from inspectors making workplace inspections.
17. On-Call Supervisor - To receive after-hour call-outs.

DUTIES AND RESPONSIBILITIES RELATING TO MAJOR ACTIVITIES

18. Major Activity A: (10%) Perform installation and repair work on water, storm and sewer distribution and collection systems.
19. Procures items from stock for installation or use during the workday and performs regular inventory count and advises supervisor of part and material requirements. Purchases rush requirements within spending limits.
20. Performs scheduled installation, repair and service work on sewer and water mains, trunks and service connections, hydrants, and treatment facilities.
21. Operates heavy to light duty equipment and vehicles, portable auxiliary equipment, and instruments. Locates underground lines; excavates trenches, repairs, replaces and installs lines; and backfills trenches.

22. Takes precautionary steps to avoid damage/injury to property/public at worksites (e.g. erects barriers).
23. Completes daily timesheets and provides written and verbal reports as requested by supervisor (e.g. malfunction reports, parts inventory list, vehicle pre-trip inspection reports).
24. Major Activity B: (50%)Road Maintenance.
25. Operates heavy and medium duty earthmoving, street clearing and haulage equipment, and light-duty vehicles and auxiliary equipment.
26. Performs street sweeping; snow clearing and removal operations; road grading; and excavates and clears ditches and culverts.
27. Manually shovels, rakes, spreads, packs and levels asphalt to patch road surfaces.
28. Notes repair and maintenance requirements along streets and roads, (e.g. potholes, fallen or missing traffic signs, clogged culverts or ditches). Takes corrective action or reports condition to supervisor.
29. Major Activity C: (10%)Repair and maintenance of municipal buildings and vehicles. (e.g. grease, refuel, cleaning, lubricant change and top-up) and minor mechanical maintenance (e.g. changes shear pins on snowblower, changes blades on grader). Secures against theft when unattended and reports malfunction or damage to superiors.
31. Uses various hand and power tool. Checks and cleans tools, and reports malfunction or damage to supervisor.
32. Performs rough carpentry repairs and painting to municipal building.
33. Major Activity D: (30%)Providing municipal services, dumps refuse at landfill site. Operates heavy duty equipment to excavate and cover landfill areas.
35. Prepares and closes gravesites at community cemetery.
36. Performs landscaping, brush-trimming and lawn maintenance at municipal properties.

EFFORT

Physical and Sensory Demands:

37. Manual tasks frequently demand physical strength to load refuse, load and unload supplies and repair materials of considerable weight; shovel to clear trenches; and, maneuver and connect lines. Operation of snow clearing equipment involves muscular and sensory strain and manual dexterity for heavy to extended periods.
38. Daily routine requires considerable physical agility.

Mental Demands:

39. Equipment operation requires continuous concentration for up to 3 hours.

WORKING CONDITIONS

Hours of Work:

40. Works an 8 hour day during normal business hours.
41. There is no regular requirement for overnight travel.
42. All overtime hours are compensated.

Work Environment:

43. Spends 80% of the average work year in outdoor conditions. 25% of that time is spent in protective cabs, with attendant exposure to disagreeable climatic conditions, equipment noise and vibration. Of the balance of outdoor time, 10% is spent in open holes and manholes with occasional exposure to temperature extremes, wetness, mud, fumes and sewage.
44. Indoor time (20%) is spent in an open shop area with attendant exposure to noise and fumes.

Hazards:

45. Exposed daily to risks from moving equipment and machinery parts. Irregularly exposed to risks of falling while crossing clarifier, trench collapse, chemical and combustible substances, toxic or explosive fumes and gases, and germs/infectious disease.