



JOB DESCRIPTION

Job Title: Seasonal Heavy Equipment Operator
Department: Public Works, Parks and Facilities
Division: Public Works and Fleet Services
Reports to: Supervisor of Public Works and Fleet
Supervises: None

POSITION OVERVIEW

Reporting directly to the Supervisor of Public Works and Fleet, this role is responsible to perform activities related to the operation and maintenance of the Township's infrastructure and fleet services.

KEY DUTIES & RESPONSIBILITIES

- Ensure the safe and efficient operation of Township equipment, including heavy machinery for road maintenance and construction, forestry operations, storm water drainage systems, and winter control activities.
- Oversee the installation, removal, and maintenance of roadway signage to ensure compliance with safety and regulatory standards. Perform daily safety and maintenance checks on equipment.
- Conduct daily safety inspections and maintenance checks on equipment to ensure optimal functionality and prevent operational disruptions.
- Identify and report any maintenance or repair needs and coordinate necessary actions to address them promptly.
- Engage in routine maintenance activities to uphold the performance and reliability of Township assets.
- Maintain and service Township Small Drinking Water Systems to ensure regulatory compliance and safe water quality.
- Perform scheduled water sampling and analysis to monitor water quality and ensure adherence to safety standards.
- Keep precise and comprehensive records related to infrastructure, fleet, and water systems maintenance for accountability and operational efficiency.



- Carry out debris removal from roadways and perform general housekeeping duties to maintain the cleanliness and functionality of Township infrastructure and road network.
- Operate within the framework of departmental policies, procedures, and standards, ensuring full adherence to legislative and regulatory requirements to minimize corporate liabilities and manage risk effectively.
- Contribute to identifying and implementing best practices related to departmental activities, focusing on continuous improvement, efficiency, and cost-effectiveness.
- Undertake additional duties and special projects as assigned, demonstrating flexibility and adaptability in various tasks.
- Adhere to the Occupational Health and Safety Act and Regulations, as well as the Township of Puslinch Occupational Health, Safety, and Workplace Violence Policy, ensuring compliance with established industry guidelines.
- Respond to after-hours emergency calls as necessary, demonstrating readiness and problem-solving skills.
- Participate in rotational on-call duties and be prepared for shift work during winter control periods, as required.

SKILLS & QUALIFICATIONS

- Excellent verbal and written communication skills.
- Excellent interpersonal skills and customer service skills including the ability to work effectively in a team environment.
- Strong organizational and problem solving skills.
- Heavy Equipment Operator Certificate considered an asset.
- Minimum 3 years' experience in a related environment.
- First Aid/CPR Certificate.
- Valid WHMIS Certificate
- Temporary Traffic Control (Book 7)
- Chain Saw Certificate
- Operation of Small Drinking Water Systems Certificate.
- Knowledge of applicable legislation including the Ontario Health and Safety Act.
- Sound judgment and excellent decision making skills.



- A valid DZ driver's licence with 5 years driving experience and a good driving record.
- Computer experience with MS Office (Word, Excel, Outlook)

WORKING CONDITIONS

- Generally outdoor environment.
- Occasional exposure to conflict situations.
- Moderate to heavy physical activity.
- Must be able to work after hours or when deemed necessary to meet deadlines and deal with crises.
- Shift work is a required.

Applicants are invited to submit a cover letter and resume to hr@puslinch.ca. This role will be seasonal from December to April. The pay range will be \$28.33 - \$33.14 (pay band 4).

ATTENTION: HR Department, Township of Puslinch, 7404 Wellington Road 34, Puslinch ON N0B 2J0. E: hr@puslinch.ca or F: (519) 763-5846. Please respond by one method of application only. No phone calls please. Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance. If you require an accessible format, please contact hr@puslinch.ca.

If you need an accessible format, please email hr@puslinch.ca or call (519) 763-1226 ext. 230. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.