



R.M. OF ST. ANDREWS

PUBLIC WORKS

MACHINE OPERATOR CLASS 2

JOB POSTING

POSITIONS: Machine Operator Class 2
DEPARTMENT: Public Works
WAGE RATE: \$29.00/hour
HOURS OF WORK: 07:00-16:30 Monday-Friday
EMPLOYEE GROUP: IUOE987 – Public Works Bargaining Group
CONTACT PERSON: Trevor Antichow **PHONE NO.:** (204) 738-2264
POSITION REPORTS TO: Public Works Manager/Working Foreman

POSITION SUMMARY: Working in the Public Works Department, the Machine Operator Class 2 works under the supervision of the Public Works Manager or designate and performs a variety of duties required to assist the Public Works Department and perform general municipal related work.

DUTIES AND RESPONSIBILITIES:

1. Operates and maintains Powered Mobile Equipment (PME) such as a semi-truck, excavator, backhoe, crawler/loader, grader, front-end loader, tractor with bucket, plow truck, tandem dump truck, landfill packer and other related R.M. equipment as deemed necessary.
2. Identifies unsafe conditions while in the course of operating vehicles/PME for daily activities, reports and/or rectifies irregularities, and retrieves misplaced materials (such as signs, mattresses, barricades, etc.) as part of the department's responsibility for safety in the public right-of-ways.
3. In the course of carrying out daily tasks, practices established safety rules and regulations and adheres to the Department's Safety Management System.
4. Operates various types of tools and equipment such as compressors, pumps, power tools, cutting tools, hand tools, etc., as may be required and prior to operating them provides normal inspection and maintenance to ensure their continual availability and function.
5. Responds to customer service requests by determining the nature of the concern and advising/carrying out appropriate corrective action, to ensure that services are provided to departmental standards.
6. Completes reports and records as required such as timekeeping, safety, absentee, etc.
7. Maintains cooperative working relations with other R.M. work groups to enhance performance.
8. Maintains vehicle/PME, yard and shop inventory by checking quantity and condition of supplies and replacing where necessary to ensure their continual and safe availability.
9. Maintains shops, garage and yards by locking, when unattended, and maintaining in a clean, safe condition to ensure facility security and safety.
10. Assists in the training of junior employees by procedural example and demonstration so that proper task methods can be taught/learned through on-the-job experience.
11. Work approved overtime as deemed necessary. i.e. flood prevention, snow clearing, sanding, gravel grading, projects, etc.
12. Performs other related duties as required.

QUALIFICATIONS:

1. Grade Twelve (12) Education or GED equivalent.
2. Valid Class 1 Manitoba driver's license with a clear driver's abstract.
3. Ability to operate a grader, excavator, loader, tractor/trailer, and other related heavy equipment.
4. Must have strong troubleshooting skills for equipment and vehicles.
5. Physically able to perform the duties of the job, which may include, but are not limited to: operating in potentially extreme weather conditions and prolonged sitting.
6. Demonstrated ability and willingness to work varied shifts and overtime as required.

7. Demonstrated ability to drive and operate all equipment within the classification safely and efficiently.
8. Demonstrated ability to work effectively with minimal supervision and in a team environment.
9. Ability to communicate effectively both verbally and in writing.
10. Demonstrated ability to complete and maintain all necessary records.
11. Demonstrated ability and willingness to carry out all the duties of junior classifications within the Public Works Department.
12. Demonstrated ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts and the public, in accordance with the Respectful Workplace Policy.
13. Thorough knowledge of the occupational hazards and safety precaution policies and regulations and the ability to adhere to and enforce safety rules and policies along with a satisfactory past safety record related to the position.
14. Demonstrated mechanical experience and possesses a mechanical aptitude.
15. Demonstrated acceptable attendance record and past performance as it relates to the position.

NOTES:

** Resumes can be submitted in person, emailed, faxed or mailed to the Municipal Office.*

** Please be advised, only candidates selected for an interview will be contacted.*

** Candidates selected for an interview may be requested to provide a criminal record check at their expense.*

Trevor Antichow

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