

TOWNSHIP OF RIDEAU LAKES JOB DESCRIPTION

JOB TITLE: SMALL EQUIPMENT OPERATOR/LABOURER
DEPARTMENT: PUBLIC WORKS

DIRECTLY RESPONSIBLE TO: MANAGER, FACILITIES &
ENVIRONMENTAL SERVICES
PROPERTIES SUPERVISOR

MAIN PURPOSE:

To assist with all duties within the Facilities & Environmental Services Department

KEY RESPONSIBILITIES:

1. Perform day-to-day operations in the Facilities Division, as instructed by the Manager & Supervisor
2. Perform lawn, property and facility maintenance
3. Operate lawn mowers, weed eaters, carpentry tools, etc
4. Perform manual labour as required
5. Perform daily maintenance on equipment
6. Perform mechanical repairs to equipment
7. Provide reports to Supervisor when necessary
8. Respond promptly to emergency situations
9. Perform all other duties as assigned by Supervisors
10. Provide services as a spare waste/recycling driver & collector

EDUCATION/EXPERIENCE/SKILLS TRAINING

1. Must have DZ licence
2. Experience operating small equipment and carpentry tools
3. Experience in lawn maintenance
4. O.S.S.G.D. or equivalent

WORKING RELATIONSHIPS:

INTERNAL: Public Works Staff

EXTERNAL: Public

WORKING CONDITIONS:

See Policy Manual.