



Township of East Zorra-Tavistock

Job Description

Public Works Equipment Operator – Lead Hand

1. Position Title:

Public Works Equipment Operator – Lead Hand

2. Date Approved:

July 2026

3. Pay Grid:

a. Grade 10 – Based on 40 Hours per Week, Full Benefits, OMERS

4. Reports to:

Public Works Foreman

5. Purpose:

a. To provide a variety of construction, maintenance, repair and emergency response services. To maintain Township roads, adjacent lands and public property in good condition for the public's safety and convenience.

6. Scope of Position:

a. Works within municipal roads and related public works standards, Council Policy and operational schedules established by the Public Works Foreman.

7. Responsibilities:

a. Responsibilities for the Public Works Equipment Operator – Lead Hand are the same as the Public Works Equipment Operator with the exception of the those listed in this section:

- i. Discuss with the Public Works Foreman construction procedures and techniques for the present and future project needs
- ii. Keep a record of road employee daily activity

- iii. Conduct regular road patrols as directed and scheduled by the Public Works Foreman, along with winter patrol of which includes early morning 3 am and night time patrols
- iv. Other duties as assigned and consistent with the responsibilities in this job description
- v. In the absence of the Public Works Foreman the Lead Hand shall:
 - 1. Provide leadership to fellow road employees
 - 2. Ensure that work is being done in a safe manner
 - 3. Distribute work to road employees
 - 4. Perform and record road inspections
 - 5. Receive concerns and complaints from ratepayers and direct them to the Public Works Foreman
 - 6. Purchase parts and supplies for day-to-day operations as authorized by the Public Works Foreman
 - 7. Respond to emergency situations according to Township Policy
- b. Discusses plans, priorities and schedules with the Public Works Foreman, including the use of proper equipment and materials for each job – maintains teamwork with the understanding that the Public Works Foreman is accountable for operational decisions.
- c. Carries out work assignments using Township vehicles, equipment, power and hand tools – responsible for the safe and effective use of equipment and for observing occupational health and safety practices.
- d. Emergency Response
 - i. On standby call to respond to emergencies ie. Storms, floods, accidents
 - ii. Carries out snow plowing, sanding, salting and ice removal
 - iii. Responds to emergencies ie. Vehicles stuck on Township Roads, medical emergencies, fires, utility breakdowns, clears roads on a priority basis (priority set by the Public Works Foreman)
 - iv. Co-operates with police, fire fighters and utilities in emergency responses

e. Construction

- i. Carries out construction assignments according to Township plans and priorities - when a construction project has started, it must be followed through to completion.
- ii. Co-operates with outside contractors on construction projects.
- iii. Conducts top soiling, seeding and sodding operations following construction projects.

f. Maintenance

- i. Maintains Township roads adjacent to public property in good condition for safe hazard free use by the public.
- ii. Carries out paving and paving preparation operations: also carries out asphalt patching (hot and cold) to repair roadways.
- iii. Haul, load and spread gravel.
- iv. Responsible for culvert laying, replacement and new culverts on roads, laneways and driveways.
- v. Cleans catch basins, streets and bridges and maintains ditches and drains in good repair
- vi. Maintains weed control - spraying and cutting
- vii. Maintains dust control with proper use of oil, calcium and water.
- viii. Responsible for tree trimming and removal - removes hazardous and dead trees, tree limbs and rubbish from roadsides and adjacent areas.
- ix. Repairs and installs fencing, including snow fences, guardrails and guideposts.
- x. Repairs, replaces and installs road signs (stop, barricades, dead end, yield, road condition, etc.)
- xi. Maintains public property landscaping in healthy, clean condition.
- xii. Responsible for the annual Spring Maintenance Program - repairs road break ups, frost boils, culvert freeze ups.
- xiii. Responsible for winter maintenance and road control.
- xiv. Maintains records of activities undertaken, as directed.

g. Other Operational and Related Tasks

- i. Maintains vehicles, equipment and tools in safe, operating condition and follows acceptable maintenance schedules for equipment (oil changes, filters, lubrication, etc.): performs repair and replacement of parts: recommends major repairs to the Public Works Foreman.
 - ii. Expected to use initiative and judgement on the job and is expected to carryout assignments without close supervision: expected to conduct troubleshooting operations - observes hazards and reports them to the Public Works Foreman.
 - iii. Advises the Public Works Foreman on operational issues, makes recommendations on better methods for carrying out the job, recommends calling operators and equipment off the road during snow, ice and other storms when it appears that the weather is worsening to the point where the crew is fighting a losing battle and further efforts would be dangerous and wasteful.
- h. Responsible for polite, tactful relations with the public
- i. Maintains operational and technical skills at a high level
- j. Performs other related duties that are assigned by the Public Works Foreman

8. Working Conditions:

- a. High exposure to physical hazards and extreme weather conditions: keeping the roads open in winter results in exposure to heavy snow, blizzards, ice storms and white-outs.
- b. Exposed to machine heat and unpredictable traffic. Priorities and schedules are changed to respond to emergencies.
- c. Risk of verbal abuse from the public who may regard the crew as fair game for their frustrations with Township policy and services.
- d. Certain sense of urgency due to public service

9. Hours of Work:

- a. Forty (40) Hours per Week
- b. Normal hours are 7:00 a.m. to 3:00 p.m. Monday to Friday

- c. Summer hours are in effect from the week after the Victoria Day holiday until after the Labour Day weekend. Summer hours are 6:30 am to 4:30 pm (10 hour days) Monday through Thursday, with Fridays off for a total of forty (40) hours per week.
- d. The nature of the position is such that interruptions may occur on evenings and weekends to respond to emergencies, storms or accidents.

10. Working Relationships:

- a. With Public Works Foreman – Discusses plans and priorities, receives assignments, direction, leadership and guidance – recommends operational improvements.
- b. With other Staff – Usual courtesy and cooperation
- c. With the Public – maintains tactful relations
- d. With Outside Contractors – co-operates with and gives leadership on “contracted out” projects
- e. With Utilities – co-ordinates activities and co-operates ie. Call-before-you=dig.
- f. With Emergency Services – co-operates in Emergency responses

11. Knowledge and Skills:

- a. "DZ" License qualifications and the ability to operate a variety of expensive sensitive equipment effectively, safely and efficiently.
- b. Maintenance, mechanical, technical, carpentry and welding skills.
- c. Knowledge of equipment and its capability - what it can and cannot do - ability to identify operational problems.
- d. Good judgement and initiative and the ability to work well with others.
- e. Public works and equipment operation experience.
- f. Good physical condition and the ability to cope with stress.

12. Formal Education:

- a. Secondary School
- b. Post-Secondary Education and Training in equipment operation, or practical experience preferred

- c. Willing to attend job related training as directed by the Township

13. Impact of Errors:

- a. Operational errors would result in costly delays due to equipment and project breakdown and could create safety and convenience risks – death, injury, liability and unfavourable public relations.

14. Control:

- a. General supervision.

15. Licences and Certifications

- a. Must hold a valid Class “G” Drivers Licence
- b. Must hold a valid Class “DZ” Drivers Licence

16. Health & Safety

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.