

TOWNSHIP OF TAY VALLEY

POSITION DESCRIPTION

POSITION DATA

**Position Title:** Truck Driver / Operator

**Reports To:** Public Works Superintendent

**Revised:** April, 2011– Reformatted

Note: This description outlines the key activities necessary to describe the principal functions of the position and should not be construed to be all of the duties and requirements inherent in the position.

POSITION SUMMARY

Assists in the maintenance of the municipal road network and municipal facilities by performing various labour and repair activities requiring the use of light equipment

SIGNATURES

I have read and had an opportunity to comment on this position description.

\_\_\_\_\_  
**Incumbent**

\_\_\_\_\_  
**Date**

This position description accurately reflects the key activities necessary to describe the principal functions of the position.

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**

## KEY ACTIVITIES

1. Operates all light equipment as required to fulfill assigned duties including trucks, snow plows, etc., while excluding graders, loaders and back hoes
2. Maintains roads in accordance with standards through hard and loose top spring, summer and fall maintenance programs and in winter by snowplowing, salting and sanding in accordance with established routes and standards.
3. Identifies road-related problems as Lead Hand or the Public Works Superintendent.
4. Conducts daily inspection and maintains equipment in a safe operating condition by following acceptable maintenance and servicing schedules (oil changes, filters and lubrications, etc) according to service manuals performing repairs or replacement work and recommending repairs or replacement to the Public Works Superintendent.
5. Maintains and operates hand and power tools for a variety of labour-related activities, such as brush cutting, installing fences, maintaining bridges, clearing floods, thawing culverts, installing signs, etc.
6. Cleans and maintains all work areas in compliance with health and safety standards.
7. Maintains log books and time sheets in a neat and timely fashion.
8. Performs general building and facility maintenance activities as required.
9. Responds to emergency situations and performs other related duties as assigned.