

Township of Stirling-Rawdon Job Description

Position Title: Public Works Operator with Utilities Responsibilities - CUPE

Department: Public Works

Reports to: Public Works Manager

Status: Full-Time under CUPE contract

Date Revised: April 17, 2026

Job Summary / Purpose

Under the direction of the Public Works Manager or designate, the Public Works Operator is responsible for the upkeep and maintenance of Township roads, public works buildings, and related equipment.

The position also operates under the direction of the Environmental Services Manager to assist with all maintenance and operation of the Township's water distribution, water treatment, wastewater treatment and wastewater collection systems.

The position involves operating a variety of heavy equipment—such as loaders, backhoes, and snow removal machinery—for road maintenance, construction, and winter control, as well as performing manual labour, equipment repairs, and other related duties.

The Operator works collaboratively with co-workers and must hold a valid Class “D” driver’s license with “Z” (Air Brake) endorsement and a satisfactory driver’s abstract, with the ability to work shifts, overtime, and be on-call, particularly during the winter season. The Operator must also possess Ministry of the Environment operator licensing for Class 1 water distribution, Class 1 wastewater treatment, Class 2 Wastewater Collection and Class 1 water treatment.

Duties and Responsibilities

Road Operations

- Operate various types of equipment, including tandem and single-axle dump trucks, graders, excavators, front-end loaders, backhoes, tractors with mower units, salting and sanding equipment, and other machinery to maintain municipal roads and properties in a safe and reliable condition.
- Perform general road maintenance activities such as snow plowing, removal, sanding, thawing culverts, patching, sweeping, ditching, brushing, mowing, fencing, dust control, hauling of winter sand, gravel, or fill, and other related tasks.
- Inspect roadways, bridges, drains, and culverts regularly to identify and repair washouts, obstructions, or failures promptly to prevent safety hazards or property damage.
- Remove or flag obstacles hazardous to employees or the public, report unsafe conditions, vandalism, or damage, and take corrective action as necessary.

- Conduct regular patrols and right-of-way inspections, including summer and winter patrols, which may involve shift work, night shifts, and on-call duties for snow and emergency response.
- Perform daily circle checks, report defects, carry out minor repairs, and assist Fleet Maintenance staff with major repairs as required.
- Ensure all equipment and tools are kept clean, safe, and maintained according to the Township's preventative maintenance program.

Water and Wastewater Operations

- Under the direction of the Environmental Manager, assist with maintenance of the Township's water distribution and wastewater collection systems.
- Monitor the water distribution system to ensure the delivery of high-quality water to customers
- Monitor the wastewater collection system to maintain system integrity and performance.
- Conduct routine maintenance of both the water distribution, water treatment, wastewater treatment and wastewater collection systems.
- Install, alter, and maintain inground mains and service connections.
- Operate and maintain equipment such as sewer cleaning and sewer inspection tools.
- Test, inspect, and repair hydrants, mains, and sewers as required.
- Perform regular hydrant and sewer flushing, ensuring accurate record-keeping of all activities.
- Collect water and wastewater samples for laboratory analysis.
- Perform locates and leak detection to support maintenance and repair activities.
- Turn water services on and off for customers and provide temporary water service for contractors or residents as needed.
- Conduct inspections of new mains and residential service installations.
- Thaw frozen water services as required.
- Maintain accurate records, drawings, and reports related to water and wastewater operations.
- Operate facilities to maintain regulator compliance.

Parks and Recreation (As Assigned)

- Maintain all Township parks, cemeteries, and recreation areas as directed by the Public Works Manager.
- Perform duties such as grass cutting, weed trimming, turf maintenance, garbage collection, and removal of brush or fallen branches.
- Repair and maintain fences, backstops, playground structures, scoreboards, and other park amenities in accordance with CSA safety standards.
- Trim trees and bushes, maintain flower beds, and support horticultural and groundskeeping activities.
- Conduct frequent inspections, complete reports, and perform general maintenance of mowers, weed eaters, tractors, trucks, and other related equipment.

Facilities Operations (As Assigned)

- Perform maintenance, repair, and cleaning of Township-owned facilities, including public works garages, storage buildings, community halls, washrooms, and other municipal buildings.
- Assist with minor carpentry, painting, plumbing, and electrical repairs as required.

- Conduct regular inspections of facilities to identify maintenance or safety concerns and report deficiencies promptly.
- Ensure all facilities and grounds are maintained in a safe, clean, and functional condition for staff and public use.
- Assist with seasonal set-up, removal, and maintenance of equipment and fixtures within Township facilities.

Landfill and Waste Disposal Operations (As Assigned)

- Operate and maintain landfill sites, including grass cutting, litter collection, placement and compaction of waste and cover material, and maintenance of roads, ditches, and site facilities.
- Issue tickets, collect and record tipping fees and operational records.
- Enforce disposal by-law restrictions and maintain salvage and recycling bins for materials such as metals, tires, and wood.
- At assigned landfill locations, perform cashiering duties, prepare and balance deposits, coordinate monitoring activities, and maintain site facilities and records.

General Duties

- Maintain current knowledge of equipment operation, safety practices, and Township policies.
- Work safely and in compliance with the Occupational Health and Safety Act and Township procedures, reporting hazards and maintaining a safe work environment.
- Provide courteous, timely service to internal and external customers, working effectively as part of a team or independently with minimal supervision.
- Support long-range planning by reporting issues, deficiencies, or future maintenance needs to the Public Works Manager.
- Perform other related duties as assigned to support departmental and municipal operations.

Knowledge, skills and abilities

- Knowledge of construction and maintenance techniques related to municipal roads, bridges, and associated infrastructure.
- Knowledge of construction and occupational health and safety practices to ensure work is performed safely and in compliance with legislation.
- Understanding of the Ministry of Transportation's *Book 7 – Temporary Conditions* and traffic control procedures.
- Ability to safely and competently operate a variety of heavy equipment and tools used in municipal operations.
- Mechanical aptitude and basic equipment repair skills.
- Proficient time management, organizational, and record-keeping skills with the flexibility to adapt between a variety of duties.
- Ability to work effectively both independently and as part of a team.
- Strong communication and interpersonal skills with the ability to interact professionally and courteously with co-workers and the public.
- Working knowledge of computers and tablets for record keeping, communication, and equipment reporting.

- Ability to work shift work, on-call rotations, and overtime as required.
- Knowledge with working in a Municipal water and wastewater system.

Additional Skills and Knowledge (for consideration of permanent position):

- Ability to perform snow removal operations using a range of equipment including tandem dump trucks, tractors, sidewalk machines, and pickup trucks.
- Knowledge of turf maintenance for sports fields or equivalent experience in turf grass/sports field upkeep.
- Knowledge of playground inspection standards and procedures (CSA certification preferred).
- Knowledge and understanding of garden design, plant care, soils, tools, and horticultural maintenance practices.

Qualifications and Experience

- Ontario Secondary School Diploma or equivalent (Grade 12).
- Valid Class “D” driver’s license with “Z” (Air Brake) endorsement and a satisfactory driver’s abstract; Class “A” license is considered an asset.
- Must be licensed under provincial regulations for Water/Wastewater Operators.
- Demonstrated experience in municipal road construction, maintenance, and/or public works operations.
- Experience operating and maintaining heavy equipment, hand tools, and power equipment relevant to public works.
- Demonstrated knowledge of the Occupational Health and Safety Act and other applicable legislation.
- Experience performing basic mechanical repairs and preventative maintenance on equipment.
- Chainsaw certification is considered an asset.

Direct Reports

- None

Working Conditions

- Frequent and regular outdoor work in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind.
- Extensive additional hours beyond the normal working day, particularly during the winter months may be required.
- Ability to work shifts and on-call rotations.
- Occasionally may be required to attend meetings, programs, seminars, events which may take place at different facilities, requiring travel.
- May be operating equipment for long periods (3-4 hours) without a break, and in snow events may operate equipment for the duration of shift with minimal breaks.
- Frequent moderate physical exertion and occasional heavy physical exertion.
- Work may include locations with exposure to sensory elements including waste materials and smells.

Note: *The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*