

Township of Stirling-Rawdon Job Description

Position Title: Public Works Operator –Temporary (6-Month contract)

Department: Public Works

Reports to: Public Works Manager

Status: Full-Time Temporary (6-Month) CUPE contract

Date Revised: October 18, 2025

Job Summary / Purpose

Under the direction of the Public Works Manager or designate, the Public Works Operator Temporary (6-month contract) is responsible for the upkeep and maintenance of Township roads, public works buildings, and related equipment.

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; Class “A” license is considered an asset, with the ability to work shifts, overtime, and be on-call, particularly during the winter season.

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.
- Responsible for Parks and Recreation areas maintenance as directed which included duties such as grass cutting, weed trimming, turf maintenance, garbage collection and removal of brush or fallen branches. May require maintenance of trees, bushes and maintenance of flower beds. Includes inspections and general maintenance of mowers, weed eaters, tractor, truck and other related equipment.
- 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.

Knowledge, skills and abilities

- Knowledge of winter control operations, including snow plowing, sanding, salting, and general winter road maintenance.
- Knowledge of municipal road construction and maintenance techniques, including safe operation of heavy equipment and vehicles.
- Understanding of construction safety practices and the Occupational Health and Safety Act.
- Ability to safely and competently operate snowplows, loaders, tractors, and other winter control equipment.
- Strong communication and record-keeping skills with the ability to complete patrol logs and maintenance reports accurately.
- Ability to work independently with minimal supervision and to make sound decisions under changing weather and road conditions.
- Flexibility to work irregular hours, shift work, overtime, and be on-call during winter months.

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.

- Demonstrated experience operating snowplows and related winter control equipment.
- 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 (MTO Book 7).
- Experience performing basic mechanical repairs and preventative maintenance on equipment.

Direct Reports

- None

Working Conditions

- Frequent and regular outdoor work in variable and severe weather conditions, including snow, freezing rain, rain, hot and cold temperatures, wind, and low visibility.
- Extended and irregular hours beyond the normal working day, particularly during winter weather events, with shift work, on-call duties, and overtime required.
- May be required to operate equipment for extended periods (3-4 hours) with minimal breaks, especially during snow and ice control operations.
- Frequent moderate and occasional heavy physical activity, including shoveling and manual labour tasks.
- Exposure to noise, vibration, and potential hazards associated with equipment operation, road work, and weather conditions.
- May occasionally be required to attend meetings, programs, or events at various Township facilities, requiring travel.
- Work may include locations with exposure to sensory elements such as waste materials and odours.

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.