

Rural Municipality of Blaine Lake #434
MAINTENANCE PERSONNEL JOB DESCRIPTION

POSITION DESCRIPTION:

The Maintenance Personnel will be responsible in the maintenance and repair of the RM of Blaine Lake #434's infrastructure, property and equipment, on a priority basis, under the direct Supervision of the Municipal Public Works Administrator.

QUALIFICATIONS:

- Ability to forge, grow and maintain positive, respectful relationships in the workplace
- Demonstrates a sense of urgency and strong commitment to achieving or exceeding goals
- Ability to work in a challenging, fast paced environment
- Superior written and verbal communication skills
- Supportive of a culture that encompasses the highest ethical standards
- Knowledge of equipment operation, techniques and service
- Experience in road building and maintenance theory and procedures
- Ability to work efficiently and effectively unsupervised

KNOWLEDGE, SKILLS AND ABILITIES:

Certificates/Licenses/Registration: Must possess a valid Saskatchewan class 5 or better driver's license; possess current WHIMIS certification; possess a Powered Mobile Equipment (PME) certificate; current fall arrest certificate, and have at a minimum, GED Gr. 12 which will be required.

Language Skills: Ability to read and interpret documents such as Maps, safety rules, operating and maintenance instructions and manuals and procedures manuals. Ability to document and keep current all routine reports.

Reasoning Ability: Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form or maps. Ability to deal with problems and issues involving many dynamic and changing situations. Co-operative attitude with fellow employees, administrative staff and elected Council members.

Other Qualifications: Knowledge and training in the operation and repair of heavy equipment and Ground Disturbance. To include but not confined to Back Hoe, Pay Loader, Track Hoe, Farm Tractor, Skid Steer, Farm Tractor front end loader, Ditch Mower, Tractor driven Mulcher, Service Truck, Lawn mower, Class "A" Truck power unit. General knowledge of various construction trades and crafts. Ability to work regularly scheduled shifts as well as some nights, weekends, overtime and odd hours, when emergencies deem it necessary.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is required to stand, walk, and sit. The employee must frequently lift up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee may be exposed to moving mechanical parts. The employee will primarily be exposed to outside working conditions whereby weather conditions (adverse or not) can be encountered; The noise level in the work environment may be loud from time to time. Safety equipment will be

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required, for example, steel-toed safety boots, steel toed rubber boots, safety glasses, hand ware gloves, hearing protection. The RM will supply PPE (personal protective equipment): Vest, Fall arrest harness.

EQUIPMENT USED:

Highway and construction equipment, to include but not limited to Back Hoe, Pay Loader, Track Hoe, Farm Tractor, Skid Steer, Farm Tractor front end loader, Ditch Mower, Tractor driven Mulcher, Service Truck, Lawn mower, Class "A" Truck power unit and various trailers. Power equipped post hole auger, Hand tools, power tools, cutting equipment, welding equipment, cutting torches and equipment, gauges, meters, metal detectors, measuring devices, calculators, computerized vehicle equipment, Personal Protective Equipment, and fire suppression equipment.

DUTIES:

- Follow all health, safety and environmental procedures on site in accordance with legislation and company policy to ensure safety of self, coworkers and protection of public.
- Maintain the highest standards of professional ethics and integrity when representing the RM.
- Maintaining various factual logs, maps and reports, including circle and operational checks.
- Operating equipment such as a Back or Track hoe, Pay or front end loader, tractor, ditch or lawn mower, powered auger, chainsaw, whipper snipper, fire suppression equipment in a professional and safe manner, and as per schedule or advice of the Municipal Public Works Administrator or the Lead Hand.
- Performing work such as fencing, mowing, rock-picking, shop maintenance & cleaning, placing/replacing signage and other duties as assigned by the Municipal Public Works Administrator or the Lead Hand.
- Perform manual labour as required including but not limited to sign installation, culvert installation, cleaning, and repair.
- Timely maintenance of infrastructure, public works building, equipment, parts and supplies.
- Ensuring ditches and culverts are opened and draining, including cleaning and replacement.
- Documenting and reporting of ditch or culvert issues that are not easily remedied and report immediately upon completion of the shift.
- Protecting the Municipalities assets by transporting and handling any and all items responsibly.
- Daily communication with the Municipal Public Works Administrator or the Lead Hand to review work requirements.
- Make and assist in repairs as qualified to do so.
- May be required to do custom work. All custom work must be pre-approved by Administration.
- Reporting all accidents, thefts, suspicion of theft, mishaps, near misses, WCB claimable incidents to the Municipal Public Works Administrator or the Lead Hand immediately.

The foregoing information is a thorough description of the duties and responsibilities of this position. I have fully read and fully understand this position description and agree to fulfill all obligations contained here within.

Employee Name (print): _____

Signature: _____ Date: _____

Witness : _____ Date: _____