



## JOB DESCRIPTION

CITY OF  
ST. CATHARINES

<b>Job Title</b>	Hydraulic Backhoe Operator	<b>Employee Group</b>	CUPE Local 150
<b>Department</b>	Transportation and Environmental Services (TES) Recreation and Community Services (RCS)	<b>Pay Group</b>	8
<b>Supervised By</b>	Foreman III	<b>Division</b>	TES Operations RCS Operations
		<b>Directs</b>	Labourer, Truck Driver

### SUMMARY OF DUTIES:

To operate hydraulic backhoes with attachments and perform other associated duties.

### DUTIES AND RESPONSIBILITIES:

*(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements.)*

1. Operate the backhoe in a safe and efficient manner while performing construction and maintenance tasks within the Public Right of Way / Public Property. Sample tasks include:
  - a. Excavate, backfill and compact trenches (able to work in close proximity to hazards i.e. assorted underground and overhead utilities, burial sites, headstones etc.);
  - b. Load stone, earth, salt, sand and other materials on to trucks;
  - c. Redefine and level ditches, shoulders, reinstatements;
  - d. Break and load asphalt and / or concrete sidewalks, roads and driveways, including breaking frost as required;
  - e. Load, unload and lower trench boxes, concrete grave liners, pipes and associated appurtenances (hydrants, valves, manholes, catch basins, etc.) into trenches.
2. Operate other equipment as trained and qualified such as loader, trucks (both over and under 20,000 GVW), snow plows, street sweepers, street flushers, sidewalk plough, etc.
3. When not operating equipment perform other operation tasks. Sample tasks include:
  - a. Assist in setting up and removing traffic control devices;
  - b. Work as a Traffic Control Person;
  - c. Assist utility crews in the repair and maintenance of City water distribution or waste water collection infrastructure;
  - d. Perform other manual tasks, such as, laying sod, collecting litter or debris, cutting grass, hand digging, etc.;
  - e. Functional leadership.
4. Perform minor maintenance and housekeeping on machines, such as grease fittings, pre-trip inspections, inspecting loader, etc.

5. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
6. Provide excellent customer service; respond to needs of all customers and staff as required.
7. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).
8. Perform other similar and related duties as required.

#### **POSITION REQUIREMENTS:**

- Grade 12 Diploma or General Educational Development (GED) Certificate.
- Certified or willingness to be certified to operate a radial derrick crane to 8 ton capacity if consistently working for Transportation and Environment Services.
- Willingness to be trained and maintain competence to operate other equipment in addition to backhoes and loaders.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Valid, unrestricted Class "DZ" driver's licence held in good standing with proven capability in the operation of large GVW vehicles.
- Formal training and experience with the Occupational Health and Safety Act, Highway Traffic Act and City Safety Policies as they relate to: excavation and trench safety, confined space entry and traffic control.
- Proven hands on capability in the operation of a backhoe, formal education in the operation of backhoes is preferred i.e. OGRA training.
- Sound knowledge in the hazards of excavating in the vicinity of underground and overhead utilities, such as hydro cables, natural gas mains and lines, fibre optics, high pressure water mains, burial sites, head stones, etc. as well as heavily travelled public roadways.
- A demonstrated commitment to enhancing a safety culture. Knowledge of City of St. Catharines safety policies preferred.
- Demonstrated knowledge of the Ontario Traffic Manual with emphasis on Book 7 preferred. Ability to safely set up traffic control in work zones during roadway or utility construction and maintenance operations.
- Ability to meet the physical demands of the job as described in the physical demands analysis (PDA).
- Availability to work flexible hours (e.g. working shifts for a 7 day, 24 hour operation, overtime, winter control).
- Sound knowledge of the City of St. Catharines.
- Effective time management skills and attention to detail with the ability to organize work to meet deadlines, multi-task and work independently in situations with minimal supervision.
- Exceptional customer service skills with a strong sense of public service and cooperation, and well developed abilities to deal with the public and citizens' groups.

- Basic computer skills, experience with Microsoft Office Suite an asset.

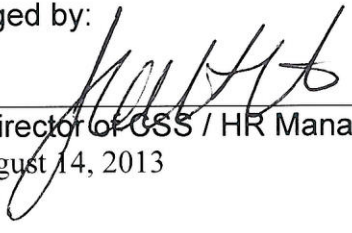
Approved by:



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Director of Recreation and Community Services or  
Director of Transportation and Environmental Services

\_\_\_\_\_  
Date Oct. 21 / 13

Acknowledged by:



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Assistant Director of CSS / HR Management  
Revised August 14, 2013

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Date Oct 28 / 13