



JOB DESCRIPTION

CITY OF
ST. CATHARINES

		Employee Group	CUPE Local 150
Job Title	Truck Driver (20,000 GVW and under)	Pay Group	3
Department	Transportation and Environmental Services (TES)	Division	TES Operations
Supervised By	Foreman III	Directs	Seasonal staff, Students

SUMMARY OF DUTIES:

To operate a truck (20,000 Gross Vehicle Weight and under) and other equipment, serve as a Patrolman as required, and perform work of the Operations Division for maintenance of roads, sidewalks, watermains, sewers and watercourses, as necessary.

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 equipment and vehicles such as but not limited to: truck, van, tractor, sidewalk plough, roller, vacuum machine, loader, snow blower, chainsaw etc., in a safe and efficient manner.
2. Pick up and transport workers, parts, material, equipment and trailers as required.
3. General labour duties such as pot hole patching, hand-sweeping, litter pickup, landscaping, sidewalk clearing, watercourse cleaning, light maintenance of valves and hydrants etc.
4. Provide functional leadership of others in small groups to perform various general labour duties.
5. Ensure security of facility: unlocking, locking, operating alarm systems and liaise with alarm companies when necessary.
6. Required to patrol, monitor changes and document inspection of roads, signs, grates, drains, manholes, fences, utility cuts, buildings, and water courses etc.
7. Collect and deliver water system samples for laboratory analysis.
8. Set up required traffic control devices at work sites and act as a flagman to provide traffic control in compliance with the Ontario traffic Manual.
9. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
10. Provide excellent customer service; respond to needs of all customers and staff as required.
11. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).

12. Perform other similar and related duties as required.

POSITION REQUIREMENTS:

- Grade 12 Diploma or General Educational Development (GED) Certificate.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Valid, unrestricted Class "G" driver's licence held in good standing.
- Formal training and experience with the Occupational Health and Safety Act in particular as it relates to maintenance and construction activities (e.g. Personal Protective Equipment (PPE), fall arrest, trench safety).
- 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).
- 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:

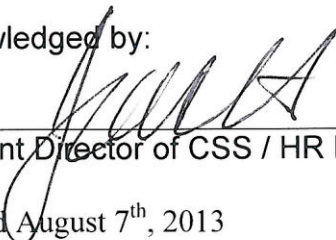


Director of Transportation and Environmental Services

Date

Oct. 21 / 13

Acknowledged by:



Assistant Director of CSS / HR Manager

Date

OCT 28 / 13

Revised August 7th, 2013