



## JOB DESCRIPTION

CITY OF  
ST. CATHARINES

		<b>Employee Group</b>	CUPE Local 150
<b>Job Title</b>	Truck Driver Over (Winter Equipment Maintenance)	<b>Pay Group</b>	7
<b>Department</b>	Transportation and Environmental Services (TES)	<b>Division</b>	TES Operations
<b>Supervised By</b>	Foreman III	<b>Directs</b>	Truck Driver, Labourer

### SUMMARY OF DUTIES:

To operate trucks and attachments in a safe and efficient manner and to perform associated duties. To undertake repairs and maintenance of winter control equipment and to perform 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 trucks and attachments in a safe and efficient manner and perform housekeeping and minor maintenance on same. Sample tasks include:
  - a. Transporting workers, materials and trailers to and from work sites;
  - b. Picking up roadside litter, such as metal, glass and dead animals, as required;
  - c. Maneuvering safely around parked vehicles and in physically restricted areas, with particular regard for pedestrians;
  - d. Spot checking vehicle, reporting defects to supervisor;
  - e. Performing minor maintenance on and housekeeping of vehicles and attachments such as check oil, rad, water level in battery, etc.; may fuel and wash vehicles;
  - f. Ensuring that the upkeep of vehicle first-aid kit is maintained.
  
2. When not operating, perform other sectional tasks. Sample tasks include:
  - a. Listening to the communications radio and keeping the supervisor informed of road conditions, hazards and work crew locations;
  - b. Assisting workmen in operational tasks, flagging, etc.;
  - c. Directing a crew according to supervisor's instructions;
  - d. Responding appropriately to citizens with whom the job brings contact;
  - e. Setting out flashers and barricades, where required;
  - f. Completing basic paper work.
  
3. Work as part of the Operations Division workforce. Sample tasks may include: operating other equipment as trained and qualified, such as sanders, snow plows, snow blowers, front-end loaders, street sweepers, street flushers, sidewalk plows, vacuum litter machines, rollers, compactors, etc.

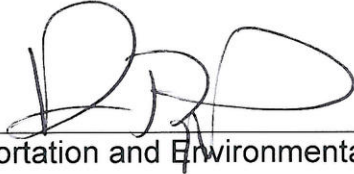
4. Regularly inspect all City winter control equipment, including trucks, plows, wing plows, harnesses, trackless plows, and identify all damage or failures that require repair or adjustment.
5. Undertake needed repairs in an efficient and timely manner to ensure the availability of the equipment for the next storm event. Repairs may include: parts repair or exchange, metal works, i.e. cutting with torch, minor welding (as needed), plow shoe adjustment, calibration of electronic spreader controls, chute adjustments.
6. Coordinate and undertake the regular cycling of salt loads, complete washing of trucks.
7. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
8. Provide excellent customer service; respond to needs of all customers and staff as required.
9. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets, accident reports, and repair and productivity records).
10. 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).
- Preference will be given to those individuals holding a valid welding certification ticket.
- 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 in particular as it relates to maintenance and construction activities (e.g. Personal Protective Equipment (PPE), fall arrest, trench safety).
- 3 years of metal works experience, including, but not limited to, steel fabrication, operating acetylene torches for the purpose of heating and / or cutting metal, welding.
- Sound mechanical knowledge and ability.
- 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.
- Willingness to serve as a crew leader giving work direction and being accountable for crew productivity.
- Willingness to be trained and maintain competence to operate other equipment in addition to trucks.
- 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:

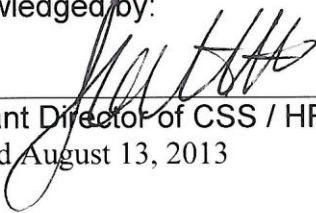


\_\_\_\_\_  
Director of Transportation and Environmental Services

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Date

Oct. 21/13

Acknowledged by:



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Assistant Director of CSS / HR Management  
Revised August 13, 2013

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Date

OCT 28 / 13