

# Heavy Equipment Operator/Maintenance Laborer

Duration:

Indeterminate, Full Time - Six (6) Month Probation Period

Division:

Public Works, Town Garage

Salary:

\$56,745.00 - \$76,596.00 per year (37.5 hours per week)

Deadline To Apply:

## Details

### Purpose:

Provide general labor and maintenance services to the Public Works Unit.

## Education & Experience:

High School Diploma, plus five (5) years relevant construction experience. Valid Quebec Class 1 or 3 driver's license is required.

## Roles and Responsibilities:

### To provide heavy equipment operation services to the Public Works Unit & its operations.

- Operates/maintains heavy equipment, specifically: dump trucks, backhoe, wheel loader & attachments.
- Ensures equipment is fueled at the start/end of each day and topped off at the end of each day as required, including detailed information on the receipt as per the Public Works administration requirements.
- Assists mechanics during in-field & in-house repairs.
- Performs daily preventive maintenance on assigned vehicle & reports any defects or repairs needed.
- Performs weekly greasing/washing of vehicle.
- Ensures assigned vehicle is free from rolling debris, dust & other obstructions in cab/driver area on a regular basis.
- To provide safe operation of all MCK-owned heavy equipment.

### To provide roads & highways, and other maintenance services to the Public Works Unit and its operations.

- Participates in tree/weed trimming or grass cutting duties.
- Performs rural road repairs (potholes) & asphalt repairs on paved roads.
- Assists in the execution of gravel shoulder repairs.
- Reports broken traffic signs; performs installation/repairs.
- Provides traffic signalization tasks.
- Assists with manual repairs to community assets.
- Assists Infrastructure & Operations Maintenance with water main repairs.

### To perform surveillance on local roads & highways.

- Participates in a 40-hour rotating workweek (24 hours by 7 days per week), 12-hour shifts, 4 on – 4 off, days and nights with other department personnel from November through April each year.
- Performs surveillance of all road networks within the territory, reporting any maintenance-related deficiencies during off hours & addressing to the best of ability.
- Submits daily activity report for each shift upon completion of the weekly surveillance shift.
- Removes any debris from roadways, such as broken mufflers, scrap iron or lumber, hubcaps, broken glass, etc.
- Removal of roadkill from the highways.
- Provides roadside assistance to stranded motorists, contacting Peacekeepers or towing companies & remains on site until either arrives.
- Takes inventory of burnt street light fixtures; reports to supervisor for follow-up on repairs.
- Monitors drainage performances of culverts/ditches, addresses blockages & reports major blockages to supervisor for follow-up.
- After hours, contact on-call drivers & dispatches the "local roads" crews during snowstorms.

### To perform snow removal duties for both Provincial & local roads and highways in Kahnawà:ke.

- Follows assigned route for snow removal operations.
- Clears fire hydrants of snow.
- Assists with street drainage clearing during flood conditions as well as routine operations.
- Assists "local roads" crews with snow removal route once assigned route is completed to a degree of satisfaction.
- Executes pickup/removal of snowbanks/piles to the snow dump site.
- Assists Buildings & Parks Maintenance Department with removal of snow from community assets.
- To ensure safe, clean roadways in Kahnawà:ke by monitoring road and weather conditions and requesting or participating in snow removal or de-icing when necessary.
- To provide high-quality snow removal services to the community local road network (village areas and farm roads).

### To follow the Public Works operating procedures.

- Records daily employee activities & submits weekly timesheet for payroll processing.
- Submits an equipment log on a weekly equipment timesheet for internal invoicing purposes, detailing a separation of equipment charge hours between various client programs.
- Obtains Foreman's signature on all weekly equipment timesheets (relevant to proper program).
- Submits a monthly timesheet, detailing hours worked, including overtime hours worked & time off.
- Rotates winter snow removal duties between the highway surveillance schedule & local roads on-call snow removal schedule on an annual basis or as program manager's schedule details.

## Knowledge, Skills, Abilities:

- Strong knowledge of the Kahnawà:ke road network & the distinction between local & provincial road networks for record keeping purposes.
- Excellent knowledge of general safety codes/practices associated with heavy equipment operation & roads/ highways maintenance.
- Familiarity with Public Works operational practices & administrative procedures & MCK Administration/Personnel Policy.
- Ability to multitask.
- Ability to deal with the public in a courteous manner.
- Work in a team-oriented environment & independently in certain situations.
- Good oral and written communication skills.
- Good judgment and common sense.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.

- The willingness to learn the Kanien'kéha language.

## Working Environment:

- Five-day work week work is performed in an outdoor environment.
- Participates in a forty (40) hour rotating workweek (24 hours by 7 days per week), 12 hours shifts 4 on 4 off, days and nights with other department personnel from November through April each year.
- Moderate stress due to workload.
- Occasional overtime.
- Ability and willingness to work in extreme, and seasonal weather conditions.
- Must also be able to lift and/or move up to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds.
- Working with equipment, instruments or machinery that may be potential source of accident or injury.

## Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

## To Apply:

Email your applications with all the required documents to **applications@mck.ca**