



TOWNSHIP OF  
**Hornepayne**

**JOB DESCRIPTION**

**TITLE:**           **General Equipment Operator**

**REPORTS TO:**   Public Works Manager

**LOCATION:**       Public Works Yard (and throughout Township)

**SUMMARY:**     The General Equipment Operator performs a wide range of public works related duties such as, but not limited to, winter control, road maintenance, facility maintenance, grounds and tree maintenance, drainage repairs, etc. The General Equipment Operator will use and operate a range of tools, equipment and vehicles.

**MAIN RESPONSIBILITIES** (This is not an exhaustive list)

1. Operates tools and equipment for winter control operations, road maintenance, roadside ditching, garbage storage and transport, materials transport, parks and cemetery maintenance, and/or load, dump, level materials, watermain and sewer excavations, signage, tree trimming, etc.
2. Maintains road patrol logs.
3. Checks equipment for fuel, oil, water, coolants, lubricants and keep logs and report irregularities.
4. Conducts daily circle checks of vehicles/equipment and logs accordingly.
5. Maintains all tools and equipment in good and safe operating condition and reports defects to the Public Works Manager.
6. Performs minor repairs to tools, vehicles and equipment such as change oil and grease as required.
7. Assists the Township's water and sewer operators during repair activities as required.
8. Assists in airport operations as required, including fueling, maintaining logs, grounds maintenance etc.
9. Performs animal control duties as required.
10. Keeps Public Works Yard and areas clean and safe at all times.

11. Performs buildings' general maintenance such as general repairs, painting, etc.
12. Opens, closes and secures properties, facilities and equipment.
13. Ensures safety rules and requirements are observed.
14. Performs other assigned duties.

**SKILL**

Must possess skills and training in general public works activities such as road repairs and maintenance, ditching, grass cutting, tree trimming, garbage transport, signage, excavations, winter control, general equipment maintenance, facilities maintenance, etc.

**EDUCATION/EXPERIENCE:**

High School Diploma

Minimum 1-year municipal Public Works or related.

The Township may consider a different combination of education and experience where appropriate.

**ADDITIONAL COMPETENCIES/SKILLS:**

**REQUIRED:**

Class DZ License

WHMIS

**DESIRABLE:**

Municipal Health and Safety Training

OGRA Inspections Training

Heavy Equipment Operator Training

CVOR Training

Pre-trip Inspection

Trenching Safety Training

Snow Plow Operator Training

**EFFORT:**

Responds to winter control and emergency repairs on a 24/7 on-call basis.

Handles and balances multiple shifting priorities.

Requires attention to detail while working with equipment and materials.

Operates manual and mechanical tools, equipment and vehicles daily.

**WORKING CONDITIONS:**

Exposure to cold temperatures, construction noises, debris, fuels and fumes, etc. Physical work environments.

Prepared: July 2025