



Village of Belledune Job Description

Position Title:	Public Works Truck-Equipment Operator
Salary:	\$21.32 – 24.84 hourly
Department or Service Area:	Public Works Department
Reports to:	Manager of Public Works

Position Summary:

Work performed by the Truck and Equipment Operator is an essential function of the Public Works Department. This position is primarily responsible for the operation of a multitude of heavy and medium duty trucks, tractors and mowing and bush cutting equipment. The tasks also include the collection and transportation of garbage and recycling within the Village of Belledune and must ensure that refuse is transported and disposed of in a safe and appropriate manner. Vehicle maintenance and record keeping is also a component of the position. The Truck and Equipment Operator must conduct all activities and adhere to all relevant policies and procedures. The Truck and Equipment Operator must also clean, maintain and secure all equipment as directed by legislation, policies and procedures.

Essential Duties and Responsibilities:

Daily responsibilities of this position include:

- Examining vehicle(s)/equipment recording of any maintenance requirements
- checking fluid levels, following daily lubrication schedules, and fueling of vehicle
- maintaining log book(s) at start and completion of each day
- Operation of equipment within the Village in accordance with daily schedule and policies/regulations that are currently in place

Note: Statements in this Job Description are intended to describe the general nature and level of work and are not all inclusive.



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- politely responding to customer concerns and where possible, resolving problem situations
- transporting garbage to landfill and emptying truck loads
- performing vehicle maintenance
- Reporting to the Public Works Manager for all work assignments and any additional work requested.

Minimum Education and Experience Requirements:

A minimum of high school graduation is required for Truck/Equipment Operator's position, with successful completion of driver safety courses, First Aid and the handling of hazardous materials. A valid New Brunswick Class 3 Driver's License with Air Brake Endorsement is required. The employee must have good oral and written communication skills; be proficient and knowledgeable in the operation, cleaning, servicing and maintenance of all truck(s)/equipment; be a reliable, conscientious team member; have a strong work ethic and be willing to perform the required work in all types of weather/ driving conditions. The employee must be in adequate physical condition to perform the required duties. A complete "medical" will be required prior to hiring.

Work Environment/Physical Demands:

The work environment is mainly outdoors with exposure to elements in all seasons - heat, cold, snow, rain, wind, noise, vibrations, fumes, odors and dust.

Daily Interactions:

Daily interactions are mainly with Public Works co-workers, members of the public and Village management employees.

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