

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Driver Casual

Engineering Department

Overview

The **Driver** position is responsible for driving and operating mobile equipment used in the performance of all municipal transportation related activities, including snow removal and materials handling, and repairs and maintenance of water treatment and distribution and waste water collection facilities, as well as well as other tasks that address the needs of citizens in the delivery of public services.

This is a unionized position reporting to the Springhill Operations Foreman.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Teamwork

Customer Service

Flexibility

Key Responsibility Outcomes

- 1) Health and Safety – acts with others inside and outside the team to implement and act in accord with effective health and safety plans. The Driver will:
 - a. use the work plan, the business processes, and systems that will ensure team and public safety, including that of contractors and partners of the County;
 - b. will work with the Operations Supervisor to create a plan for site and project work as well as the regular duties of the team, to ensure protection of health, and the staff work collaboratively to activate the plan;
 - c. uses appropriate employee and work practices and implements and monitors compliance associated with departmental occupational health and safety program.
 - d. working with the Supervisor, ensures site risk management and all work is conducted in a cost effective manner and in the best interest of the Municipality.
 - e. work in consultation with supervisors and management to select and use tools and equipment that meet the safety, cost, effectiveness and operational needs suitable for the work undertaken by the team.

- 2) Planning and Accountability (Self and Others): - works within the departmental plans that engage all of the team, as well as, internal and external clients and which will support successful customer service. The Driver will:
 - a. ensure that organizational standards of equipment operation are in accordance with, or exceed, design and regulatory requirements;
 - b. be responsible for safe and cost effective public works activities reflecting all regulatory, operational, provincial, federal and municipal standards;
 - c. working with team members, ensure that the scheduling of daily operations as well as emergency and unscheduled repairs of public works infrastructure, municipal property and support systems is successful, while keeping appropriate authorities apprised of decisions;
 - d. when assigned, ensures the purchases of materials and equipment as required for project completion.
- 3) Technical services and customer responsibility –As part of the departmental team the Driver applies and develops the skills necessary to discharge the technical assignments of the team in a cost efficient and effective manner that meets the technical and customer services standards of the County. The Driver will:
 - a. drive and operate mobile equipment including trucks, backhoes, loaders and graders to excavate, move, load and grade earth, rock, gravel, snow, ice or other materials to provide repairs and maintenance that address the needs of citizens in the delivery of public works, water and sewer utilities;
 - b. Vehicle and equipment operational checks and minor maintenance are performed in a consistent manner and according to internal departmental and other standards
 - c. conduct pre-operational checks on equipment and clean, lubricate and refill equipment and provide minor maintenance on equipment;
 - d. Make recommendations and execute facility improvements, maintenance, preventative maintenance and upgrades to facilities as well as any related equipment;
 - e. perform work outside regular working hours and during inclement weather conditions to provide repairs and maintenance to services in response to emergency situations including alarms during off hours and/or non-scheduled work days.
- 4) Reporting and Data – keeps, applies and records data that support team and corporate effective decision making and service levels. The Driver will:
 - a. All Driver Logs, other Reports are completed as required.
 - b. prepare and maintain all information, data, and forms, as well as, reports necessary to maintain all department and organizational functions;
 - c. use operation manuals, as well as, documenting changes and upgrades per assignments;
 - d. ensures required regulatory certifications are obtained/maintained.
- 5) People Leadership, Communication and Management – by active participation as an individual, creates a strong team that collaborates with others and supports County services, directions and strategy. The Driver will:
 - a. maintain and observe all team, department and organizational standards as assigned, or arises from duties in regards to effective people management practices;
 - b. supervise and/or execute work in a safe manner in accordance with organizational and other legislated policies, procedures, regulations, guidelines and/or standards.

- c. use HR tools and systems such as policies and procedures, PDP's, Coaching and Position Descriptions that are introduced to guide and coach and develop staff and to create an effective and focused team.

Qualifications

Grade 12 or demonstrated equivalent experience

Valid Class 3 License (or prepared to obtain) with Air Brakes designation

Specialized training in: Industry courses in heavy equipment operating.

Current Driver Abstract, Criminal Record Check and must be prepared to undertake a medical examination

Occupational Health and Safety courses in WHMIS first aid CPR, confined spaces, fall protection, Traffic Control and Temporary Workplace Signage and other training and certification as required for assigned tasks.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$19.88	\$20.87	\$21.86	\$22.86	\$23.85	\$24.84