



JOB DESCRIPTION

Job Title	Public Works Equipment Operator
Department	Public Works/Arena Complex Operations
General Supervisor	Superintendent of Public Works
Date	As per Collective Agreement January 1, 2026 - December 31, 2029

Position Scope

From approximately September to March of each year the Public Works Equipment Operator his/her duties will include the operation and maintenance of the Municipal Arena Complex, including the Arena Banquet Hall. All Public Works Equipment Operator employees will be trained to perform the required duties associated with the Arena Complex and will be scheduled to work at the facility on a regular basis. For the remainder of the year the position will assist the Superintendent in the maintenance of Town roads, buildings, property, water and sewer lines, implementing policy and enforcing by-laws.

Duties and Responsibilities: Arena Complex & Banquet Hall

- Perform a variety of duties connected with maintenance, repair, painting, minor construction, grounds keeping, rink, ice, and basic maintenance of the ice resurfacer or other related mechanical equipment at the Arena Complex.
- Maintains ice surface by utilizing arena refrigeration systems and ice resurfacer.
- Conducts regular scheduled ice surface maintenance, edging ice build-up/shaving and assist with whitewashing and lining.
- Maintains surveillance and minor service to mechanical, electrical and refrigeration equipment.
- Reports abnormalities or breakdown of equipment or vandalism to the Public Works Superintendent.
- Maintains all records associated with the requirements of the operation the Arena Complex and Banquet Hall.
- Maintains daily work performance and preventative maintenance logs and is responsible for the daily preventive maintenance of the refrigeration equipment.
- Provide direction to students as required.
- Enforce the Town of Englehart's Behaviour Management Policy as it pertains to the Arena Complex.
- Capable of working with minimal supervision.

- Responsible for the booking of ice rentals and entering these on the master ice rental schedule.
- Responsible for cleaning and disinfecting the change rooms, shower areas, lobby area, all bathrooms, the exercise room, learning centre, bleachers, walking track and main hall of the arena complex and ensuring that it is kept free of debris and obstructions.
- Responsible for the removal of snow and ice from all exits and main arena entrances, walking track and garage doors as required.
- Ability to adhere and conform to time-tabled duties.
- Responsible for accepting rental fees and issuing receipts to patrons who rent ice time and recording monies and rentals and making up deposit for town hall.
- Other duties as assigned; the Employer has the flexibility to move and assign employees as required to meet operational/workload requirements.
- Must comply with workplace policies and procedures.
- Actively participate in activities associated with workplace health and safety.
- Identification and reporting of health and safety risks, accidents, injuries and property damage at the workplace.

Duties and Responsibilities: Public Works

- Operate all equipment and assist with repairs of all equipment. Equipment includes and is not limited to the following: Garbage Collection Truck, Dump Truck, Graders, Rubber Tire Loaders, Sidewalk Bobcat, and Lawn Maintenance Equipment.
- Maintain all buildings and property owned or operated by the Town of Englehart, including Landfill, Cemetery, Arena Complex, Lee Swimming Pool, parks, ball fields, roads, sidewalks, ditches and laneways. Duties include garbage collection, snow clearing/removal, sign maintenance, recycling and summer road maintenance.
- Repair or replace water and sewer lines as required and attend refresher training as required by government legislation or the employer.
- The nature of the position requires on-call situations during evenings and weekends and Lead Hand responsibilities as per the CUPE Collective Agreement.
- Prepare the Lee Swimming Pool at the opening and closing of the operational season and conduct sampling of pool water, mix chemicals and make adjustments as required.
- Work scheduled Stand-by weekends and carry the Public Works cell phone during these times.
- Clean up debris.
- Assist with burial procedures and maintenance at the Englehart Cemetery. Maintain all records associated with cemetery procedures.
- Capable of working independently and with minimal supervision.
- Must comply with workplace policies and procedures.
- Identification and reporting of health and safety risks, accidents, injuries and property damage at the workplace as soon as possible to Superintendent or designate.
- Safely operate Town of Englehart vehicles and other motorized equipment and follow the guidelines dictated/provided by the Superintendent. This requirement includes obeying the rules of the road. Employees must use required safety equipment & devices

required by Health and Safety legislation provided at all times when operating equipment and performing duties that require protective devices. (Safety equipment provided as required)

- Actively participate in activities associated with workplace health and safety.
- Other duties as assigned; the Employer has the flexibility to move and assign employees as required to meet operational/workload requirements.

Working Conditions

Arena Complex:

- Day Shift - 08:00 am to 16:00; one half (1/2) hour paid lunch.
- Evening Shift —15:00 to 23:00; one half (1/2) paid lunch. Weekend and evening work required.
- Exposure to the extremes of summer and winter weather is a regular part of the position.
- Some physical work required; (lifting, shoveling, carrying objects etc.)
- Operation of hand tools, power tools, gas — powered equipment and other hand equipment involved in duties.
- Exposure to noise associated with the operation of heavy equipment, gas powered tools. (Appropriate ear protection provided as required).
- Responsible to organize and take immediate action in the event of public medical emergency, facility emergency etc.
- Exposure to potential hazardous fumes, chemicals, unsanitary conditions. Must wear CSA approved footwear at all times.

Public Works:

- Monday to Friday 07:30 to 16:30; one (1) hour unpaid paid lunch 12:00 to 13:00 hrs.
- On-call for weekends is scheduled, and employees are expected to take their scheduled shifts. Subject to frequent weekend and evening callouts as a result of severe weather and operational needs.
- Potential for heavy and prolonged physical labour.
- Exposure to rough terrain and construction settings, all weather conditions, extremes of cold and heat, flies, fumes, dust, unsanitary conditions, etc.
- Performs winter operations in situations of limited visibility without the option to postpone the performance of these stressful operations
- Working Relations:
- Receives guidance and direction, reports any inquiries and deficiencies noted to the Public Works Superintendent or designate
- With the Public:
- All Town of Englehart Employees must be professional and tactful when dealing with the public.
- Report any inquiries to the Public Works Superintendent.

Knowledge and Skills

- Successful completion of secondary school diploma or equivalent.
- Must possess or be willing to obtain, a valid driver's license Class DZ
- Must possess willingness to obtain ORFA Basic Refrigeration Certificate
- Must possess current St. John's Ambulance First Aid/CPR Certificate.
- Must be willing to take necessary training as required or mandated by the Employer.
- Ability to operate a variety of equipment (trucks, grader, loader, back loader, garbage collection truck etc.) competently and safely.
- Experience in the repair and maintenance of roads, ditches, culverts, and water and sewer lines.
- Able to handle the required physical aspects of the position.
- Must be willing to take necessary training as required or mandated by the Employer and/or legislated by the Government of Ontario.

Impact of Error

- Increased costs in building and general maintenance.
- Increased costs to repair and replace ice making equipment. (Refrigeration plant and ice resurfacing vehicles.
- Potential for legal action due to poor performance of duties and/or negligence in dealing with public/issues.
- Poor roads maintenance or poorly maintained equipment could result in increased long-term costs, personal injury, financial liability, safety hazards and damaged vehicles.

Acknowledgement

I have read and reviewed the above job description.

Employee's Name

Date

Manager's Name

Date