



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER:** 1027

**CATEGORY:** Management & Organizational Functions

### **ROLE DESCRIPTION**

#### **PUBLIC WORKS MAINTENANCE WORKER**

Under the administrative direction of the Public Works Maintenance Foreman and/or Designate, the Maintenance Worker shall perform skilled work in the operation of equipment and vehicles, as well as a variety of labor intensive tasks for winter and summer maintenance of roads, right-of-ways and other County lands.

#### **Responsibilities**

1. Operating of all types of heavy equipment/trucks of which may include motor graders, snow/sander trucks, gravel trucks, picker trucks, light trucks, cats, lowbed trucks, tractors, track hoes, rubber tired hoes, front-end loaders, rotary mowers, steamers, rollers, compactors, etc.
2. Snow plowing, snow removal, sanding, grading of all road surfaces, paved and graveled.
3. Loading and hauling of sand, gravel, asphalt, culverts, grader blades, corrugated metal pipe, etc.
4. Manual tasks in all types of roadway maintenance repair (cleaning CMP ends, steaming of CMPs, patching, pothole repairs, signing, guard rails, guide posts, bridges, etc).
5. Repairs and washing of bridges, signs, guide posts, guard rails, etc.
6. Grass and brush cutting along all roadways (manual with chainsaw & heavy equipment).
7. Other manual tasks that include fire fighting, waterline break repair, maintenance at landfill sites, maintenance and dead fall removal at campgrounds, water well servicing at campgrounds, building maintenance and repairs, sieve analysis and/or scale person on crushing/stockpiling projects, survey assistant, fencing, and beaver control problems.
8. Service and maintenance of all equipment/trucks to maintain in good condition.
9. Reporting to Supervisor any missing, broken, or damaged regulatory signs.
10. Maintaining and submitting daily time sheets for Supervisor's approval, that include hour meter readings, as well as fuel and oil usage of equipment operated.
11. Maintaining a daily record of fuel, blades, types of blades, CMPs, signs, fencing material, and any other inventory items removed from (or replaced into) the Public Works Yard and submitting to Supervisor/Job Costing Clerk immediately.
12. Recording on sheets provided, all inventory items removed from the parts room, as they are removed.

---

Effective

Policy Date: 00/02/23

Reference: #00-100, Res. #02-340

Revision: Res. #06-460

---



---

## MUNICIPAL POLICY MANUAL

---

**Code Number: 1027**

**Category: Management &  
Organizational Functions**

**Page: 2**

---

13. Reporting to Supervisor and/or Shop Foreman any damages or malfunctions of operated equipment/trucks.
14. Perform routine checks on roadways for safety concerns for the traveling public.
15. Due to adverse weather conditions, and or emergency situations, work may not be on a regular scheduled basis.
16. Supervision of smaller construction and maintenance projects.
17. Ensuring safe work practices are observed at all times.
18. Maintain courteous relations with the public, other contractors, Council members, and other co-workers.
19. Perform other duties as required.

---

Effective

Policy Date: 00/02/23    Reference: Res. #00-100, Res.#02-340    Revision: Res. #06-460

---