



MUNICIPAL POLICY HANDBOOK

CODE NUMBER:

1033

CATEGORY:

**Management & Organizational
Functions**

ROLE – PUBLIC WORKS - GRADER OPERATOR

Reports To: Maintenance Foreman

Description Summary:

Under supervision, the Grader Operator in his assigned area performs skilled work in the Summer and Winter operation of motor graders in the maintenance of roads, right-of-ways and upon county lands. It may also include a variety of labour intensive tasks in respect to roadways. Duties are to be performed with all due care and attention to safety and regulations.

Position Duties & Responsibilities:

General

1. Operating of all types of motor graders.
2. Notifying the supervisor of any missing, broken, or damaged regulatory signs.
3. Maintaining and submitting daily time sheets as well as maps / logs of roads graded for supervisor's approval on a regular basis.
4. Maintaining daily or clock hours of motor grader operated on daily time sheets and submitting to supervisor on a regular basis.
5. Maintaining a record of fuel, blades, types of blades, etc. on daily time sheets and submitting to supervisor on a regular basis.
6. Maintain courteous relations with the public, other contractors, council members, and other co-workers.
7. Due to adverse weather conditions, work may not be on a regular scheduled basis.
8. Review all culverts in spring/fall to ensure no damage or obstructions are in place.
9. Perform other duties as required.

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Role of Public Works Grader Operator (Continued ...)

Safety

1. Be aware of vehicles (public) driving in the work zone.
2. Wear personal protective equipment where necessary.
3. When getting on or off the grader face the steps and use hand rails or holds as provided, maintaining a three point contact at all times while entering or leaving the machine.
4. The amber flashing light must be on at all times while operating the grader.
5. Red Flags must be mounted and kept in good shape on each end of the moldboard.
6. Operator must always look behind before backing up.
7. Prior to backing up, operators must complete appropriate shoulder and/or mirror checks to ensure that the area is clear of obstructions/danger.
8. Always wear a seatbelt.
9. Use caution during wet or icy conditions when climbing up machine to fuel. Use hand rails and appropriate access to the tandems. Beware of ice or moisture on the tires.
10. Read and follow safety manual instructions – Safe Work Practices – Grader Operator.
11. Attend all safety related training sessions when required.
12. Position the wing appropriately when backing up.

Equipment

1. Check all appropriate fluid levels before starting.
2. It is the operator's responsibility to assure that the machine is maintained to maximize the life of the machine.
3. Do visual inspection of machine pertaining to leaks, worn parts, belts, alarms, blades, tires, etc.
4. Advise the shop foreman of all major repairs required.
5. Make every attempt to diagnose major problems and undertake minor repairs if possible.
6. Help mechanics during servicing or clean machine or shop if help is not required.
7. Keep interior and exterior of machine in a clean condition relative to the job.
8. It is the operators' responsibility for the changing over of all required cutting edges.

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Role of Public Works Grader Operator (Continued ...)

Summer Gravel Road Maintenance

1. Maintain roads in an orderly fashion in order to maximize efficiency – try to minimize high blading.
2. Grade roads to a minimum 2% crown. Busier roads may warrant more of a crown.
3. Minimum of three passes are required for most of the year but roads that are narrow and less busy may allow for a cut and spread technique.
4. Eliminate grass and gravel ridge on the side of the road in order for water to drain from road surface.
5. Leave a space of .3 meters from the edge of the gravel to the edge of the road when spreading.
6. Repair washboard at intersections – this may require numerous passes to cut it out.
7. Work on keeping intersection profiles reasonably flat. Do this when new blades are installed.
8. Bridge decks must be kept clean of gravel – approach to bridge must be kept smooth.
9. Calculate roads that are high maintenance and address these roads as soon as possible after a rain – advise Public Works Maintenance Foreman of roads that demand more than routine maintenance.
10. Develop a map for gravel requirements for the following year. Submit map to Public Works Maintenance Foreman prior to November 1st of each year.
11. Advise Public Works Maintenance Foreman of roads that due to required maintenance should be considered for rebuilding.

Winter Road Maintenance

1. Permanent employees will be put on a monthly guarantee and will be called in to work when required.
2. Snow removal on paved and gravel roads will be a part of the winter job duties.
3. The use of the wing while plowing will be restricted to defining the edge of the road and knocking down grass ridge when necessary (do not drag unless instructed by Public Works Maintenance Foreman to do so).

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Role of Public Works Grader Operator (Continued ...)

4. Sandvik adapters will be used, at the direction of the Public Works Maintenance Foreman, to eliminate ice. These adapters are very expensive and the appropriate care and attention must be exhibited by the operator.
5. Due care and attention must be displayed when plowing past driveways - attempt to minimize the ridge of snow.
6. Avoid rapid acceleration while starting at intersections in order to prevent causing washboard.
7. Make every attempt to minimize the amount of gravel plowed into the ditch.
8. Do not drag wing past a residence as often the ratepayers have tried to beautify the road allowance area.
9. Winter and summer maintenance of Municipal Roadways are a team effort and grader area boundary lines are less important. To achieve overall service and successful grader areas, communication and offers of help when possible with other operators is essential.

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