



## UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

### Application Instructions

Thank you for your interest in the following position at the United Counties of Stormont, Dundas and Glengarry in the Transportation Services Department:

#### **FULL-TIME TRUCK DRIVER (NIGHT SHIFT) – WINCHESTER SPRINGS PATROL**

**Please note this position works Night Shift during winter maintenance operations (approximately November to April each year) and Day Shift outside this period.**

This package contains the following documents:

1. Job Advertisement
2. Job Description
3. The Fillable Application Form – This form is a separate link in the job posting on our website and please note it is only compatible with Microsoft Word 2007 or later.

#### **Please follow the instructions carefully:**

1. Your application package **must** include:
  - a. a cover letter (1-page maximum); and
  - b. the completed application form.
2. E-mail your application package as one document in pdf format to [jobs@sdgcounties.ca](mailto:jobs@sdgcounties.ca) before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **Full-Time Truck Driver (Night Shift) – Winchester Springs Patrol**

**Applications will be received until 12:00 noon on Wednesday, November 16, 2022.**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.*



## **FULL-TIME TRUCK DRIVER (Night Shift)** **Area of Work – Winchester Springs Patrol**

The United Counties of Stormont, Dundas and Glengarry Transportation Services Department has an opening for a Full-Time Truck Driver (Night Shift) for the above noted area. **Please note this position works Night Shift during winter maintenance operations (approximately November to April each year) and Day Shift outside this period.**

### **KEY DUTIES/RESPONSIBILITIES/ACTIVITIES**

1. Maintain a valid DZ license
2. Operate the County owned heavy equipment including front end loaders, 6 Ton Plow Trucks, tractor mowers and other mobile equipment in an efficient way according to all relevant County policies and procedures.
3. Patrol the County roads, perform equipment and building maintenance and provide general labor as required.
4. Perform daily safety checks and routine maintenance on the equipment you operate.
5. Complete work reports, inspection sheets and other documentation as required by the Counties.
6. Clean heavy equipment operated by you as scheduled and/or required.
7. Advise the Patrol Supervisor of any requirements for maintenance or repair according to County procedures.
8. Participate in routine training, (WHMIS, Health & Safety, Winter Maintenance, etc.).
9. Perform other related duties as required.
10. Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent must have proficient knowledge & skills in the following areas:

Truck and heavy equipment safety. Operation of front end loaders, 6 Ton plow trucks and other pieces of mobile equipment. Road construction and shoulder maintenance techniques. Record keeping systems. Heavy equipment cleaning and maintenance procedures. Demonstrated ability of safe operation of a variety of hand and power tools.	Ability to operate heavy equipment in a safe and responsible manner. Public relations skills. Problem solving and analytical skills. Decision making skills. Effective communication skills. Ability to read and write English to complete operations reports. Time management skills.
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Consideration will be given to applicants who possess a valid Class DZ license preferably for three years and have a demonstrated ability to get along in a small group.

**In accordance with SDG County's Vaccination Verification Policy Coronavirus (COVID-19), all new hires will be required, as a condition of employment, to provide proof of COVID-19 full vaccination status as defined by the Ontario Ministry of Health.**

**Salary:** \$25.55/hour + \$0.75/hour premium for night shift during winter season (Current Union rate), plus benefits  
**Schedule:** 40 hours per week plus potential overtime

**Please submit your mandatory cover letter and application to [jobs@sdgcounties.ca](mailto:jobs@sdgcounties.ca). Applications will be received until **12:00 noon on Wednesday, November 16, 2022**. Please do not submit your resume.**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.*

## POSITION DESCRIPTION

### UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

<b>Title:</b> Night Shift Truck Driver	<b>Reports to:</b> Patrol Supervisor
<b>Department:</b> Roads Department	<b>Grid Range:</b> Current Negotiated CUPE Rate
<b>Date Approved:</b> April 2010	<b>Revised:</b>

#### **POSITION PROFILE:**

Be a member of the S. D. G. Counties Patrol Garages, driving a County truck (up to 6 ton) at night during our winter operations (November to April each year) and day during our summer operations as well as perform other activities as required.

#### **KEY DUTIES/RESPONSIBILITIES/ACTIVITIES**

Be a member of the S. D. G. Counties Patrol Garage, while operating and maintaining County Equipment.

1. Maintain a valid DZ license
2. Operate the County owned heavy equipment including front end loaders, 6 Ton Plow Trucks, tractor mowers, and other mobile equipment in an efficient way according to all relevant County policies and procedures.
3. Patrol the County roads, perform equipment and building maintenance and provide general labor as required.
4. Perform daily safety checks and routine maintenance on the equipment you operate.
5. Complete work reports, inspection sheets and other documentation as required by the Counties.
6. Clean heavy equipment operated by you as scheduled and/or required.
7. Advise the County Foreman of any requirements for maintenance or repair according to County procedures.
8. Participate in routine training, (WHMIS, Health & Safety, Winter Maintenance, etc...).
9. Perform other related duties as required.
10. Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent must have proficient knowledge & skills in the following areas:

Truck and heavy equipment safety. Operation of front end loaders, 6 Ton plow trucks and other pieces of mobile equipment. Road construction and shoulder maintenance techniques. Record keeping systems. Heavy equipment cleaning and maintenance procedures. Demonstrated ability of safe operation of a variety of hand and power tools	Ability to operate heavy equipment in a safe and responsible manner. Public relations skills. Problem solving and analytical skills. Decision making skills. Effective communication skills. Ability to complete work reports, inspections sheets and other documentation as required.. Time management skills.
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**WORK RELATIONSHIPS**

Reports to the Patrol Supervisor or designate, and will be working in a team environment.

**WORK DEMANDS/STRESSES**

Night-shift begins on Sunday at 6:00 p.m. and ends Friday at 2:30 a.m. each week during the winter maintenance operations. Some overtime and weekend work may be required and will be compensated for at the overtime rate.

**EDUCATION/EXPERIENCE/APTITUDES**

This position requires a demonstrated ability to safely and efficiently operate heavy equipment including, front end loaders and plow trucks utilized for summer and winter maintenance operations.

**SALARY RANGE & CLASSIFICATION**

Union, permanent full time position at 40 hours per week, current negotiated union rate as per contract. Full Benefits.

**Note:** *The above statements are intended to describe the general nature and level of the work being performed by the incumbent of this job. They are not intended to be an exhaustive list of the responsibilities and activities required of the position.*

April 2010



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**Benjamin De Haan, Director of Transportation & Planning Services**



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**Timothy J. Simpson, CAO**