



IDENTIFICATION

Department	Position Title	
Infrastructure	Highway Maintenance Worker	
Position Number	Community	Division/Region
33-9048	Enterprise	South Slave

PURPOSE OF THE POSITION

Provides labour services, operates light equipment and vehicles, uses appropriate tools and materials to maintain highway system, including other related infrastructure, to the designed capacity to enable the safe and reliable operation of highways in accordance with established federal and territorial standards and regulations.

SCOPE

The primary work location is the Enterprise Maintenance Facility responsible for the maintenance of approximately 273 kilometers of highway and access roads. Occasionally the incumbent may be required to assist with maintenance operations in other areas and maintenance of airport facilities. The primary clients are the users of the transportation system.

The Highway Maintenance Worker primarily assists with the maintenance of all asphalt and gravel surfaces, signs, right-of-way, drainage systems and the ancillary infrastructure. The Highway Maintenance Worker also assists in the maintenance of equipment used to facilitate repairs on the highway system.

Due to the extensive work site area, the incumbent is given the latitude to choose the appropriate course of action and is expected to make decisions and initiate work without close supervision.

The duties of the position provide final results that directly affect the operational safety of the system. Failure by the incumbent to follow approved practices or to make the correct decisions regarding methods and materials to be used can create a significant level of risk of liability, property loss and personal injury.



The incumbent routinely operates light equipment valued in excess of \$100,000.

RESPONSIBILITIES

1. Performs manual work and operates light equipment, assisting maintenance crews in monitoring the highway, maintaining asphalt and gravel surfaces, signs, right-of-way, drainage systems and structures and other ancillary infrastructure using due diligence to ensure compliance with federal and territorial standards and regulations to ensure the safe and reliable operation of the highway system.

- Removes and appropriately disposes of dead animals; cut brush and weeds.
- Monitors the condition of the highway and makes recommendations to the supervisor about deficiencies and recommends corrective action required to maximize the useable life of the infrastructure.
- Takes immediate charge of hazardous situations encountered along the highway, remaining at the site until rectification of the problem is facilitated and supervisor is notified.
- Drives crew truck to transport crew, materials, and equipment.
- Hauls, places, operates, and provides daily service of water pumps.
- Provides manual labour to clean ditches; cleans, inspects, repairs and installs culverts, signs and markers; cleans, repairs and inspects bridges and handrails; inspects, repairs and installs barriers and guard rails; installs and monitors traffic counters; pre-marks pavement for line painting; gathers and disposes of litter along highway and at turnout litter barrel locations; facilitates gravel, chip seal, cold mix asphalt and hot mix asphalt patches; places and removes appropriate temporary construction signs and markers; directs and controls traffic movement through a work zone as a flag along the highway; cleans and routs pavement cracks and applies appropriate sealant; drills and logs ice thickness for the construction and maintenance of winter roads.
- Assists in operating small equipment (skid steer, forklift, sweeper, small loader, etc.) to load/unload parts/equipment or to clear snow and performs yard maintenance and other associated duties when requested.
- Assists mechanic with repairs and maintenance of equipment and by keeping shop, parts room, sheds, and storage buildings clean and washing and steaming equipment.
- Assists camp clerk by keeping office and maintenance compound clean and assisting with parts pickup and delivery.

WORKING CONDITIONS

Physical Demands

The physical demands placed on the incumbent include manual labour (shoveling, sweeping, lifting, carrying, scraping, painting etc.) and extended periods operating vehicles and light equipment on gravel and asphalt surfaces and in ditches. Frequency is 5 days per week with activity for 4 to 6 hours per day. Intensity is high.



Environmental Conditions

The incumbent is expected to work outdoors when not operating a vehicle and is therefore exposed to seasonal weather extremes, dusty conditions, and public traffic. Frequency is 5 days per week and duration is 3 to 4 hours per day. Intensity is moderate. Exposure to -30 degree Celsius for periods up to 1 hour during winter operations is not uncommon.

The incumbent has daily exposure to hazardous material such as gasoline, propane, diesel, lubricants, and is routinely required to use hand and power tools. Frequency is 5 days per week and duration is 4 to 6 hours per day. Intensity is moderate.

Sensory Demands

Extensive need for sensory attention, performs labour duties and operates light equipment in close proximity to public traffic. Must use sensory skills to operate vehicles on road surfaces that are wet, snow covered, icy and dusty. When using power tools or operating light equipment, the incumbent relies considerably on their sensory feedback to avoid accidents and accomplish the work. Frequency and duration are the majority of the time. Intensity is moderate.

Mental Demands

There is moderate mental stress, but occasionally the incumbent can be involved with seriously or fatally injured persons in a vehicular accident, which would cause considerable mental stress. Frequency is average 2 times per year. Intensity is high.

In addition, mental stress can come from working while accommodating highway traffic and tactfully dealing with complaints from the public. Frequency is 5 days per week and duration is the majority of the time. Intensity is moderate.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the generally accepted methods of deficiency repair and maintenance of asphalt and gravel surfaces, signs, drainage systems and structures and other ancillary infrastructure to ensure compliance with federal and territorial standards and regulations.
- Knowledge of, and skill in, the servicing of vehicles and light and heavy equipment to maintain reliability and ensure the expected useable life of the machinery is attained.
- Skill in the operation of vehicles, light equipment, and power tools to enable the incumbent to be proficient in accomplishing the highway maintenance activities.
- Knowledge of the proper application of various materials utilized in delivering effective maintenance activities.



- Ability to communicate effectively in verbal English to ensure accuracy and understanding of messages given and received through the use of mobile two-way radios.
- Ability to communicate effectively in written English to perform administrative tasks, understand equipment operation and service manuals, training manuals, correspondence and department directives and policy.
- Ability to use a computer to send emails, enter hours worked, add work descriptions to work orders and itemize parts requests, fill out electronic documents/forms, read/write in English.
- Ability to acquire a Workplace Hazardous Material Information System (WHMIS) certificate, First Aid and CPR certificate.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

The completion of a Grade 8 education and 2 years directly related experience working in a maintenance program (i.e., municipal, highway airport etc.), which would include light equipment operation and servicing.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

The incumbent must have a valid Class 5 driver's license.

Position Security (check one)

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required

☐ Preferred