



POSITION TITLE: Equipment Operator

DEPARTMENT: Public Works

PURPOSE OF THE POSITION:

- Perform public works operations for year-round road maintenance, construction and infrastructure repairs for the well-being of the community.

DIRECT REPORTING: Public Works Foreperson

MAJOR RESPONSIBILITIES:

- Operate heavy equipment, including but not limited to grader, loader, backhoe, tractor, one-tonne truck, single axle truck, tandem axle truck and snowplow.
- Responsible for conducting general maintenance functions and public works department operations such as:
 - Review plans, priorities, and work schedules with the Public Works Foreperson.
 - Consult with standard operating procedures, where provided, to execute assigned tasks.
 - Construction projects and paving preparations.
 - Maintaining roads in good condition for safe, hazard-free driving.
 - Assist with repairs to culverts and ditches to ensure a highly functional stormwater management system.
 - Perform brushing and minor tree maintenance to mitigate hazards within the road allowance.
 - Work with contractors to execute major road improvement initiatives.
 - Repair and install road signs.
 - Maintains good conditions of roads and parks. May be required to respond to emergencies.
 - Reports deficiencies to the Public Works Foreperson and looks after minor repairs.
 - Performs other related duties as assigned.

HUMAN RESOURCES

- The position does not require the incumbent to supervise or direct the work of others.



MATERIAL RESOURCES

- Carries out work assignments, using a variety of vehicles and heavy equipment, plus hand and power tools. Is responsible for the safe and effective use of equipment provided to perform all jobs.
- Maintains equipment, vehicles and tools in safe operating condition by:
 - Following acceptable maintenance and services schedules (oil changes, filters and lubrication, etc.)
 - Performing repair/replacement work
 - Reporting needed repairs of equipment to the Public Works Foreperson.

FINANCIAL RESOURCES

- Not responsible for the preparation of budgets or acquisition of funds.

SKILLS, EFFORT AND KNOWLEDGE

- Ability to operate a variety of construction and maintenance equipment safely and efficiently.
- Possesses knowledge of road construction and maintenance activities, and safety procedures. Attends workshops and courses to up-grade skills and develop a broader base of expertise as required.
- Possesses and maintains the appropriate driver's license in good standing to operate all of the municipality's equipment.
- Knowledge of and works in accordance with the *Occupational Health and Safety Act* and Municipal policies and procedures.
- Good organizational and time management skills to prioritize workload.

PHYSICAL SKILLS AND EFFORT

- Enjoys excellent physical condition with the ability to handle physical stress. Has the physical capacity to operate and maintain heavy machinery.

DECISION-MAKING AND JUDGEMENT

- Work is performed under the direct supervision of the Public Works Foreperson or his/her designate.
- Expected to use initiative and judgement and to work without direct supervision once the task has been defined.



- Advises the Public Works Foreperson on operational issues and makes recommendations.

INTERPERSONAL SKILLS AND CONTACTS

Internal

- Works cooperatively with other co-workers for the purpose of sharing information to complete work assignments.
- Ability to work effectively in a team environment.

External

- Provides information to the public in a courteous and tactful manner ensuring polite public relations.

ENVIRONMENT

- May be exposed to physical hazards and inclement weather conditions.

CONTROL OVER WORK SCHEDULE

- The incumbent may be required to work overtime and unusual work hours to handle regular road maintenance and emergencies.
- The incumbent may be required to participate in an on-call rotation schedule.