



**POSITION TITLE:** Equipment Operator

**PURPOSE OF THE POSITION:**

- To provide a variety of construction, snow/ice removal, maintenance and repair services to road allowances for the safety and convenience of the public.

**1. MAJOR RESPONSIBILITIES**

- Program delivery
- Responsible for conducting general maintenance functions and road department operations such as:
  - Reviews plans, priorities and work schedules with the Public Works Supervisor
  - Construction projects and paving preparations
  - Maintaining roads in good condition for safe, hazard-free driving
  - Makes adjustments, certain repairs and maintains equipment and does circle checks on vehicles
  - Repair and installs road signs
  - Maintains good conditions of roads. May be required to respond to emergency situations
  - Reports deficiencies to the Public Works Supervisor and looks after minor repairs
  - Performs other related duties as assigned.

**2. HUMAN RESOURCES**

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



### **3. 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 Supervisor.

### **4. FINANCIAL RESOURCES**

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

### **5. 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.
- Is aware of and does work in accordance with the *Occupational Health and Safety Act* and Municipal policies and procedures.
- Good organizational and time management skills to prioritize workload.



## **6. PHYSICAL SKILLS AND EFFORT**

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

## **7. DECISION MAKING AND JUDGEMENT**

- Work is performed under the direct supervision of the Public Works Supervisor or his designate.
- Expected to use initiative and judgement and to work without direct supervision once the task has been defined.
- Advises the Public Works Supervisor on operational issues and makes recommendations.

## **8. INTERPERSONAL SKILLS AND CONTACTS**

### **Internal**

- Works co-operatively with other co-workers for the purpose of sharing information to complete work assignments.

### **External**

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

## **9. ENVIRONMENT**

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

## **10. CONTROL OVER WORK SCHEDULE**

- The incumbent may be required to work overtime and unusual work hours in order to handle regular road maintenance and emergencies.