

Date: Nov. 5, 2010

Job Title: Equipment Operator I
Equipment Operator II

Reports to: Leadhand

Positions Supervised: n/a

Position Summary:

- Operates equipment such as snow plow, backhoe, loader, dump truck, water truck, bucket truck, boom truck and small hand power tools. Performs a variety of construction and maintenance work in Public Works, Parks, Water and Sewer Departments.

Key Job Duties

Program Development and Implementation:

- Equipment operation in Public Works and Parks
- Road maintenance and repairs including shoveling and raking asphalt, street cleaning, culvert cleaning, tree pruning and snow removal
- Cemetery and compost site operation and maintenance

Operations- Administration/Working Function:

- Operate roads maintenance and repair equipment such as a dump truck, water truck, boom truck, street sweeper
- Operate cutting equipment for weed control along road and ditches
- Operate a bucket truck for installation of lighting, seasonal banners, pruning trees and building maintenance
- Perform maintenance and repair such as hot/cold asphalt patching, raking asphalt, street sweeping, grading and dust control of dirt roads, cleaning of debris in ditches, weed control, catch basin clean out, culvert maintenance
- Operate equipment in cemetery such as ride-on mowers, weed eaters, chainsaws and other tree pruning equipment

Equipment Operator II – additional duties

- General excavations as required
- Operate roads maintenance and repair equipment including **loaders** and **backhoes**
- Operate equipment in cemetery such as **backhoe** in opening and closing cemetery plots
- Operate Parks equipment such as a dump truck in the delivery of soil, gravel and landscape rock, a **backhoe** in digging trenches for irrigation systems and in removal of swim bay log booms
- Operate a **loader** for transporting material and in leveling landscaping and lawn areas
- Operate a **loader and backhoe** in the separation and maintenance of different compost materials, grade and maintain road to the compost site
- Operate a snow plow, dump truck and sander in snow removal

Customer Service/Communications:

- Provide high levels of customer service as the first contact to members of the public
- Handle inquiries and provide information and direction for the general public
- Provide information and responds to residents on issues such as road maintenance, snow removal, drainage, tree removal, dead animal pickup, garbage pickup and weed and dust control

Risk Management Health and Safety:

- Check that equipment is functioning properly and report problems to mechanic
- Practice and adhere to Work Safe BC and District policies and procedures
- Operate large equipment in a safe and effective manner
- observe and report work site hazards
- Participate in weekly "safety tailgate" meetings

Leadership and Supervisory:

- Participate as a team member ensuring high performance and service in operation of equipment and the performance of various public works and parks maintenance functions

Financial:

- N/A

Qualifications:

Education/Certification

- High School Graduation
- Valid BC Driver's License Class 3 with Air Break endorsement
- Bucket Truck and Boom Truck Certification

Experience - 5 years of a variety of equipment operation, road repair and maintenance or an equivalent combination of education, training and experience

SKILLS:

- Communicate effectively with the public to resolve routine inquiries
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather