

**MUNICIPALITY OF CROWSNEST PASS**

**POSITION DESCRIPTION**

POSITION TITLE:	EQUIPMENT OPERATOR I
REPORTS TO:	FOREMAN
REVISION DATE:	DECEMBER 2005

**POSITION SUMMARY**

Reports to the Public works Foreman, because this position is mainly working in the public sector this individual shall have a friendly and outgoing personality and be able to communicate with the public on a daily basis. This individual shall also be able to operate heavy equipment and shall therefore hold **a Class 5 License c/w air endorsement.** Upkeep of all sewer and water collection and distribution systems, signage and roadways in summer and winter.

**EQUIPMENT OPERATOR I  
JOB DESCRIPTION**

**Utility Responsibilities:**

1. Maintain municipal Streets and Roads, winter and summer, as required.
2. Maintain municipal water and sewer mains and services, as required.
3. Service hydrants annually and repair as necessary. Place antifreeze in hydrants in the Fall according to established schedule.
4. Maintain, repair and flush storm sewers as necessary
5. Maintain, repair and flush sewer lines as necessary
6. Able to operate CCTV instruments as part of pipe inspection and maintenance
7. Conduct minor equipment repairs as necessary
8. Liaise with contractors when required
9. Ensure that safety standards under the Occupational Health and Safety Act and pursuant regulations are adhered to, including protective equipment and clothing. This will require a good working knowledge of the Act and Regulations. All duties are to be performed within Town Policies and procedures and WHMIS guidelines.

**Operator Responsibility**

1. Operates equipment including, but not limited to, trucks, tractors, loaders and any other miscellaneous equipment.
2. Maintains public roadways, lanes and sidewalks as directed. Conducts minor maintenance and repairs during the summer not limited to, crack filing, painting of parking and traffic lines, snow removal.
3. Installation and repair of signs.
4. Maintains machines and equipment according to the P/M program. Assists in minor equipment repairs.
5. Responsible for the cleanliness and appearance of all Municipal Equipment.
6. Days and hours of work may vary in accordance with the requirements of the department and the directives of the Manager of Operations.
7. Undertake Disaster Services responsibility as required.
8. Assists in facilities maintenance. Performs carpentry, plumbing and minor electrical work as required.
9. Subject to “call out” in accordance with the “on Call” roster.
10. Subject to “call out” duties as required
11. Performs other duties as assigned by the Manager of Operations.

**Minimum Qualifications**

1. Proven ability in the construction, repair, operation and maintenance of water distribution, sewage collection, roads and drainage systems.
2. Proven ability to operate equipment including but not limited to: trucks, tractors, loaders, leak detection equipment and closed circuit television.
3. High School Diploma or equivalent or a combination of experience and education.
4. Valid Alberta Class 5 driver’s license with air endorsement.
5. This position is subject to a skills test prior to final award of the posting.
6. The Equipment Operator I shall be able to work as a team and must get along well with others, including those of different cultural, gender and nationality. This individual shall also demonstrate acceptable public relations skills in dealing with the public.

### **Responsibility**

The incumbent performs a wide variety of tasks within defined guidelines. Work is spot checked by his/her supervisor. Consequence of error in judgment could result in damage to equipment. Work, which is not performed up to standard or on schedule, may result in safety hazard to the general public.

Close attention is required in all heavy equipment operation to ensure safety of operation, co-workers and the general public. There will be extended periods of concentration requiring mental-sensory coordination such as operation of the truck/loader.

### **Resource Management**

The position has responsibilities when working with other employees, shows summer students/casuals how to operate equipment, tools and simple tasks.

### **Working Conditions**

Work requires the position to work outdoors every day regardless of the weather conditions. The position is exposed to extremes of temperatures, rain, snow, mud, dust, and equipment vibrations.

Considerable risk for minor cuts/injuries exists on a daily basis. There is potential for more serious lost time injuries from time to time.

The work of the position requires considerable climbing off and on equipment, lifting medium to heavy objects such as, but not limited to: tires, grader blades, small motors, saws and signs.

### **Knowledge & Skills & Personal Attributes**

The position requires a good knowledge of road maintenance techniques, knowledge/skill to operate a variety of equipment in a safe manner; general knowledge of rough carpentry, plumbing, painting, welding, and mechanics; broad general knowledge of sewer and water systems for their monitoring and repair.

Major contacts are with colleagues. Contact with the general public occurs normally for the purpose of information exchange. Major requirements are for courtesy in contacts.

The Equipment Operator I shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness and display an ability to follow instructions from his/her supervisors as well as relay the same to others.

The Equipment Operator I shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities. This individual shall also demonstrate acceptable public relations skills in dealing with the public.