



JOB DESCRIPTION

Date Prepared: August 25, 2010
Supersedes: N/A
Job Title: Equipment Operator I
Reports to: Director of Works and Operations

Position Summary:

Operate machinery, equipment and tools in Works and Operations maintenance and repair functions.

Key Job Duties

Program Development and Implementation

- Equipment operation and minor maintenance
- Works and Operations maintenance and repair
- Parks functions

Operations- Administration/Working Function

- Operate a variety of equipment in Works and Operations such as dump truck, snow plow and sander, loader, street sweeper, vacuum truck, water tank, sidewalk plow and sander; back hoe-non digging operations
- Perform pre trip inspection and maintenance functions; check oil, hydraulic, transmission, coolant levels; grease moving parts; wash equipment and clean interiors; minor repairs such as replacing lights, mud flaps, replace bolts, replace snow plow blades; maintain inspection log
- Perform Works and Operations maintenance and repair functions such as assist in utility installations, maintenance and repair, pot hole repair, road shoulder repair, crack sealing, street sweeping and cleaning, carpentry repairs such as benches and picnic tables, assist carpenter in construction such as roofing and building sheds, hydrant flushing, street sign installation, culvert and ditch maintenance; digging graves and headstone placement
- Perform Parks maintenance and repair functions such as operating a chain saw for tree removal, raking top soil and seeding, removing brush from trails, maintaining trail surface by adding and leveling gravel
- Operate a loader in the separation and maintenance of different compost materials
- Provide assistance in yard functions such as unloading trucks, stock piling material, cleaning, sweeping, rearranging and organizing Works Yard supplies and materials

Customer Service/Communications

- Provide high levels of customer service as the first contact to members of the public.

Risk Management Health and Safety

- Check that equipment is functioning properly and report problems to mechanic
- Operate vehicles and equipment in a safe and efficient manner
- Practice effective risk management, health and safety practices and procedures, observing and reporting work site hazards

Leadership and Supervisory

- Participate as a team member ensuring high performance and service in the Works and Operations work areas

Financial

- N/A

Qualifications:

- Education:
 - High School Graduation
- Certification:
 - Valid BC Driver's License, Class 3 with air
- Safety Certification and Other Licenses:
 - Level 1 First Aid, WHMIS, Chainsaw Safety Training
- Desirable Certification and Training:
 - Confined Space Entry
- Experience:
 - 1 year truck driving, operation & maintenance of a variety of light & heavy vehicles and equipment or an equivalent combination of education, training and experience

Skills:

- Develop and maintain effective workplace relationships
- Demonstrate Tact & Diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisos:

- Maintain professional and technical requirements for the position
- Equipment Operator II effective while operating back hoe for digging operations
- May be required to perform additional related duties as assigned by supervisor

SIGNATURE:



Chief Administrative Officer