



Portugal Cove St. Philip's

Town of
Portugal Cove-St. Philip's

Position Description

Heavy Equipment Operator – Public Works

January 2011

<u>Position Title:</u>	Heavy Equipment Operator
<u>Salary Classification:</u>	Equipment Operator/Maintenance
<u>Department:</u>	Public Works
<u>Status:</u>	Unionized

Classification Function:

The primary function of this classification is to provide municipal services to the town's residents by operating equipment essential to the delivery of the services. A secondary function is to maintain the town's infrastructure, roads, buildings, vehicles, facilities, and/or other property.

General Overview of Responsibilities:

The Heavy Equipment Operator is responsible for carrying out snow clearing and ice control operations as required by operating a variety of the town's heavy equipment. He/she operates equipment safely and in keeping with changing weather conditions. He/she ensures daily safety checks are performed on the vehicles before the start of each day and reports any problems to the Town Foreman. In addition to operating equipment all members of this classification are expected to help maintain the Town's roads, water supply system, pumping stations, sanitary sewer system and lift stations through regular repair and maintenance by performing a variety of maintenance tasks as directed by the Town Foreman or Department Head. Maintenance and repair of the town's vehicles and equipment is expected or problems beyond ability are reported to the Town Foreman for corrective action. Maintenance and repair of the Town's facilities and buildings can also be assigned to the Heavy Equipment Operator. The Heavy Equipment Operator is responsible for keeping accurate records of work performed, materials used, and inventory for use by the Town Foreman or Department Head. The senior member of this position will fill in for the Town Foreman in his/her absence as required by the Director of Public Works. The Heavy Equipment Operator may be required to supervise or mentor student, part-time, or seasonal employees.

Qualifications:

The Heavy Equipment Operator must have high school diploma or equivalency. It is expected that the Heavy Equipment Operator will have a valid Equipment Operator's License with air brake and traction engine endorsements for the Province of Newfoundland and Labrador, and should have some prior practical experience as a Heavy Equipment Operator and other related experience in underground infrastructure and general maintenance work. Formal certification through an operator's training course would be an asset and the individual must possess a Class 3 driver's license with class 5, 8, and 9 endorsements. Certificates or training in other maintenance trades would be an asset. The Heavy Equipment Operator must be capable of being insured (and maintaining continuity) under the town's normal driver insurance policy.

Knowledge, Skills, & Abilities:

- Extensive knowledge of all Public Works facilities, equipment, instruments, materials and supplies.
- Extensive knowledge of the development of Public Works projects and activities.
- Skilled in the safe operation of heavy equipment.
- Ability to clearly communicate information both verbally and in writing.

- Ability to establish and maintain a professional effective working relationship with other departments and to interact with all levels of employees, Town officials and the public.
- Ability to exercise sound judgment and discretion in decision making.
- Ability to operate basic office equipment.
- Ability to read, update and maintain various records and files.
- Ability to understand and follow complex written and oral instructions.

Physical Requirements:

- While performing the essential functions of this position, there is frequent need to sit for extended period of time in vehicles or other equipment, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle, or feel, and lift and/or move 20 pounds.
- While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, vehicular traffic, toxic/caustic substances, fumes, odors, and unrestrained animals.
- Tasks involve the intermittent performance of extremely physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects (50-100 pounds).

Key Contacts/Relationships:

External:

- Equipment and Service Providers
- Contractors
- Municipal counterparts
- Provincial department contacts

Internal:

- All departments and staff up to and including Town Manager/Engineer.
- Committees of council
- Councilors

Reporting Protocol:

The Heavy Equipment Operator shall report directly to the Town Foreman.

Only student, part-time, or seasonal employees may report to the Heavy Equipment Operator.

Salary and Benefits:

The rate of pay is outlined in the current collective agreement.

Specific Position Duties:

The list of specific duties, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of a duty does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Clear snow from and implement ice control measures on town maintained roads and parking lots.
- Operate equipment necessary to maintain the town’s roads, water distribution, sewer, buildings, parks, property, and other infrastructure.
- Maintain equipment in good running condition through regular maintenance and repair.
- Report other problems or equipment deficiencies outside of abilities as soon as they are detected.
- Performs duties associated with repairing and maintaining the Town’s buildings and facilities to ensure that they are properly maintained and safe for public use.
- Performs regular repairs and maintenance of the Town’s underground infrastructure.
- Carries out special maintenance work to help maintain the Town’s outside parks, open spaces and recreational facilities as directed by the Town Foreman or Department Head, or as may be required to help ensure that they are safe for public use.
- Performs duties and tasks related to general maintenance and repairs to pipes, service laterals and other underground infrastructure leading to residential dwellings.
- When scheduling requires it, assist Collector Operators in the collection of solid waste and recycling.
- Report any labor concerns, complaints, or collective agreement infractions to the Town Foreman and/or Director of Public Works for action.
- Report problems or unexpected concerns related to completion of work directly to the Town Foreman.
- Complies with all guidelines and expectations relating to a safe work environment, and ensures that the appropriate health and safety standards are followed and that all safety equipment is used in carrying out his/her responsibilities as a Town employee.
- Report irregularities or safety concerns immediately to the Town Foreman and/or Director of Public Works.
- Assist in the training or mentoring of new Public Works employees.
- Supervise student, part-time, or seasonal employees if assigned.
- Maintain accurate work, maintenance, and inventory records.
- Senior position to supervise other Public Works staff in the absence of the Town Foreman as directed by the Director of Public Works.
- Responds courteously when dealing with the public and refers complaints and inquiries to the appropriate Town personnel.

Accepted by:

Behalf of Management: _____ Date: _____

Employees: _____ Date: _____