



## Job Description Heavy Equipment Operator

<b>Position:</b> Heavy Equipment Operator	
<b>Reports To:</b> Director of Public Works and Roads Foreperson(s)	<b>Revised:</b> September 28, 2022
<b>This Position is:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised	

### Job Summary:

The Heavy Equipment Operator is responsible for the safe, efficient, and effective operation of heavy equipment including grader, excavator, and tractor (brush and mower).

### Duties and Responsibilities:

- Maintaining roads in good condition for safe, hazard free driving.
- Spreading gravel and maintain shoulders of roads to facilitate drainage for enhanced public safety.
- Operating appropriate equipment in the following capacities:
  - Construction projects
  - Patching (hot and cold) paving
  - Ditching roadsides
  - Filling in washouts caused by rain and winter back up
  - Hauling, loading, and unloading gravel
  - Cleaning and installing culverts
  - Brushing
- Removing dead trees from public property.
- Repairing/installing road signs, fences, and guardrails.
- Clear roadsides of debris and weeds.
- Conducts snow plowing, sanding and salting operations in winter months, and clear roads on a priority basis.
- Observes conditions on roads and public property and reports them to the Director of Public Works or Foreperson.
- Maintains a daily diary of work activities.
- Attend seminars and training as required.
- Maintains all equipment in safe operating condition by following maintenance and service schedules (oil changes, filters, lubrication) according to service manual; performs repair and replacement work; obtains outside service for major repairs.
- Other duties as required.

### Qualifications:

- Completion of high school diploma or equivalent.
- Minimum of two (2) years' experience operating and providing basic maintenance to heavy equipment.
- Valid Class "DZ" Driver's License.
- Valid Class "A" driver's license with a "Z" endorsement, an asset.
- Knowledge of municipal road maintenance and construction, an asset.
- Safety knowledge and the ability to identify operating problems with equipment.
- Knowledge of the safe use of power tools and welding practices.
- Knowledge of hazards and applicable safety rules.

## Job Description Heavy Equipment Operator

### **Key Competencies:**

- Ability to operate a variety of equipment.
- Experience operating a grader, an asset.
- Demonstrated communication skills including the ability to listen, responding with tact and courtesy.
- Proven ability to remain calm and deal with minor conflicts or complaints professionally and respectfully.
- Ability to use initiative and judgment and to work with limited supervision once tasks have been assigned.
- Ability to work within the policies and procedures that are defined by the Municipality.
- Ability to establish and maintain effective working relationships with the public and other Municipal employees.
- Ability to manage job related stress.

### **Health and Safety:**

All Employees are responsible for being aware of, understanding and following Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

### **Supervision:**

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

### **Contacts:**

Internal: Roads Foreperson, Director of Public Works, other team members and office staff.  
External: With contractors and the general public to provide information, ensuring polite and tactful relations.

### **Working Environment:**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions of the job.

- Possible exposure to physical and health hazards.
- Exposure to severe weather conditions, (snow, wet weather, heat, humidity, freezing rain, fog).
- Machine noise, vibration, dust, and dirt.
- Potential for stress caused by unpredictable weather and heavy traffic.
- Hours of work vary depending on road conditions and may be on-call.

### **Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be provided to enable people with disabilities to perform the described essential functions.



## Job Description Heavy Equipment Operator

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their arms and legs when operating vehicles and equipment. There is a considerable degree of physical skills, lifting (up to 50 lbs.), coordination and speed required. Activities include reaching, sitting, standing, visual attention to details and movement of moderate weight materials. Frequently performs repetitive tasks. This job has limited capability to control interruptions and pace of work.

### **Impact of Error:**

- Loss of revenue to the Municipality.
- Decisions have an impact on the work of others within the department.
- Failure to maintain roads, equipment and worksites can create public safety issues and could impact the Municipality legally.
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality.
- Poor customer service could reflect poorly on the Municipality.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date