



## **TOWN OF HAY RIVER – POSITION DESCRIPTION**

### **IDENTIFICATION**

<b>Position Title</b>	
<b>Heavy Equipment Operator</b>	
<b>Position Number</b>	<b>Reports to</b>
	<b>General Foreman</b>

### **PURPOSE**

The Heavy Equipment Operator (HEO) is responsible for using/operating heavy equipment in a safe and effective manner in order to ensure quality municipal services for residents of the Town.

### **SCOPE**

Reporting to the General Foreman, the HEO operates heavy equipment in a safe and appropriate manner. Heavy equipment may include trucks, front-end loaders, dozers, graders, compactors, snow blowers and other pieces of equipment. The HEO must also clean, maintain and secure all equipment as directed by legislation, policies and procedures.

The HEO provides a very visible service on behalf of the Town and therefore must deal with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels of quality in service. The HEO must make note of and report on any such complaints and respond in a courteous and respectful manner.

Must be willing to take all safety and supervisor training provided by the Town of Hay River.

### **RESPONSIBILITIES**

1. Operate heavy equipment in a safe and effective manner in order to deliver quality services and minimize the risk of injury, property damage or loss of life. This includes but is not limited to:
  - Operate all heavy equipment in a safe and efficient way according to all relevant legislation, policies and procedures;
  - Perform daily safety and maintenance checks;
  - Clean heavy equipment as scheduled and/or required;
  - Ensure heavy equipment is safely and securely stored;
  - Advise the Public Works Foreman of any requirements for maintenance or repairs;
  - Participate in routine maintenance;
  - Practice workplace safety; and
  - Maintain inventory.

2. Maintain roads and transportation systems in order to ensure safe roadways within the community. This includes but is not limited to:
  - Ensure access to public and private properties, water supply and waste sites;
  - Maintain easements;
  - Perform pre-winter, winter, spring and summer maintenance on roads;
  - Use equipment for snow removal; and
  - Use equipment to level roads and ensure proper drainage.
  
3. Perform other related duties as required including but not limited to:
  - Assist with water and sewer repairs and maintenance if necessary;
  - Ability to do weekend checks on infrastructure on a rotational basis; and
  - Carry a Town of Hay River cell phone.

## **COMPETENCIES**

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Competencies are the attitudes, attributes, behaviours or other personal characteristics that are needed in order to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely – recognizes the value of resources - whether they are financial, human, information, material, assets, etc. – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited or solutions produce unpleasant consequences.

## **KNOWLEDGE and SKILLS**

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The following knowledge and skills are required for an individual to be able to perform the duties of this position:

- Knowledge of truck and equipment safety.
- Knowledge of operation of front-end loaders, dozers, graders, compactors, snow blowers and other pieces of heavy equipment.
- Knowledge of equipment maintenance and storage.
- Knowledge of road construction and maintenance techniques.
- Knowledge of workplace safety requirements and procedures.
- Ability to operate required tools/equipment in a safe and responsible manner.
- Communication skills.
- Analytical and problem-solving skills.

## **QUALIFICATIONS**

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The HEO would normally attain the required knowledge, skills and attitudes through completion of a Heavy Equipment Operator Journeyman Certification Program. Equivalencies may be considered.

The HEO must have a Class 1 Drivers License. (Class 3 license minimum)

## **WORKING CONDITIONS**

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### **Physical Demands**

The HEO position is a physically strenuous job. The incumbent may be lifting, pulling and managing heavy machinery and equipment. The incumbent will have to work in all weather and must be prepared for both extreme heat and cold.

### **Environmental Conditions**

The HEO must work outside in all different weather conditions including extreme cold and extreme heat. The incumbent may be exposed to dangerous and/or toxic substances and must take necessary safety precautions.

### **Sensory Demands**

There are no unusual sensory demands with this position.

### **Mental Demands**

The HEO must work independently and is expected to maintain a schedule. Stress may result from residents' pressure to have timely and efficient road maintenance completed.

## **ADDITIONAL REQUIREMENTS**

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**Position Security** ( ✓ check one)

- No criminal records check required
- Position of Trust – criminal records check required**
- Highly sensitive position – requires verification of identity and a criminal records check

**CERTIFICATION**

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**Position Title: Heavy Equipment Operator**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p><i>"The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position."</i></p>	