

Town of Claresholm

Job Title	Equipment Operator 1		
Manager's Job Title	Director of Infrastructure	Salary Grade	As per C.U.P.E. 3023
Department	Public Works	Date Created	October 18, 2018

Equipment Operator 1

Reports To

Director of Infrastructure

Job Summary

The Equipment Operator 1, under the daily direction of the Equipment Operator 3, and generally of the Director of Infrastructure, will primarily be responsible to respond to complaints and requests for services assigned by the supervisor. This position will assist in coordinating, and implementing various operational programs with the other public works employees. This role will also assist in carrying out and ensuring, the public and employees are adhering to current bylaws and legislation in all aspects. The Equipment Operator 1 will ideally have prior experience in the operation of equipment and public works.

Competencies

- Communication - Able to communicate effectively and respectfully to public and co-workers.
- Public and Employee Focus – Provides superior service to both public and other employees
- Time Management Skills – Exercise conscious control of time spent on work activities such that time is used effectively and efficiently to complete priority tasks.
- Team Work – Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.
- Organization – Able to create or maintain processes to ensure all relevant information or tools are easily accessible
- Problem Solving – Able to break down a situation into smaller pieces to identify key analytical methods to come to a realistic conclusion.
- Professionalism – Demonstrate professional standards of conduct when interacting with public and co-workers.

Job Duties

- Operate all equipment as necessary to perform all duties as assigned by the supervisor. This includes sanitation, public works and recycling equipment. (excludes specific equipment to which the operator has not been trained for and has no experience on)
- Continue training on all equipment and procedures until efficient in all aspects.
- Report any public or operating concerns to the supervisor

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- Perform responsibilities of the position within the legislative and regulatory standards set out in the applicable federal, provincial, and municipal legislation
- Develop and maintain constructive working relationships with all staff and the public.
- Respond to non-emergency calls as necessary and emergency calls when directed to.
- Participate in professional development activities to improve knowledge and skills
- Maintain a high level of cultural sensitivity
- Maintain a professional appearance, demeanour, and attitude at all times
- All other duties as assigned

Job Requirements

- Valid Class 3 driver's license with air endorsement
- Valid Standard First Aid, CPR and Workplace Hazardous Materials Information System (WHMIS)
- Clean criminal record check provided by local police agency
- Full mobility, good physical fitness and good vision
- Familiarity with techniques for interacting with individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion
- Ability to effectively communicate both verbally and in writing
- Ability to work individually as well as part of a team
- Demonstrated time management skills
- Ability to work in all types of weather conditions.
- High level of integrity and work ethic

Work Conditions

- Occasional travel
- Lifting, moving, or manipulating objects up to 50 lbs
- High noise levels
- Hazards associated with conducting work outdoors
- Extended periods of standing, and other physically demanding conditions
- Exposure to hazards associated with the industry/trade
- Interaction with other employees and the public at large
- Occasional overtime and on call shifts when designated for the on call list