

Job Description

Heavy Equipment II

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



Reporting to the Capital Works Supervisor, Heavy Equipment II is responsible for safely and effectively operating equipment or tools, including manual labour as directed. This position will work jointly with division employees to execute work plans for the installation, operation and maintenance of municipal infrastructure such as water, sewers, transportation or trail systems.

Heavy Equipment Operator II includes operating loaders, backhoe, excavator, bulldozer, and other equipment requiring a Class 3 Nova Scotia Driver's License. Includes operating under Nova Scotia Condition 15 Endorsement.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
Equipment Operation <ul style="list-style-type: none"> • Controlling and maneuvering heavy equipment using hand and foot pedals or levers individually and simultaneously • Maintaining equipment by providing routine maintenance and checks pre and post-trip • Recognizing and demonstrating multiple modes of communication to work safely and effectively with team members 	65%
Manual Labour <ul style="list-style-type: none"> • Operating tampers, saws or other hydro-carbon or electric-powered tools and equipment • Utilizing shovels, rakes, picks, bars or other hand-held implements • Working from a ladder and complex spaces 	25%
Other <ul style="list-style-type: none"> • Completing hazard assessments with work groups • Providing work records or completing equipment inspections as required 	10%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- Completion of high school or equivalent
- Class 3 NS Drivers License with Condition 15 endorsement **AND/ OR** Heavy equipment competency as employer required
- Additional compulsory training will be required and provided by the employer

Experience:

- 3 years experience in civil construction or other related field
- Work in a municipal environment an asset

Knowledge/Skill/Ability:

- Able to work independently or in a group environment to accomplish time-sensitive critical tasks in a demanding environment
- Demonstrated ability to safely, efficiently and satisfactorily operate heavy equipment
- Experience in civil construction such as road, water and wastewater
- Experience in snow and ice control (eg: plowing, sanding, salting, or shovelling)

WORK CONDITIONS



Contacts and Nature of Interactions

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact (Title)	Internal / External	Frequency	Nature of Interaction
Departmental Employees	Internal	Regular	Interdependent tasks
Management	Internal	Regular	Oversight and review of operation
Public	External	Regular	Feedback, positive or negative

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

Work Demands

This position spends approximately:

- 15% of the time indoors
- 35% of the time outdoors
- 50% of the time driving a vehicle during work

Physical effort:

- Sitting for extended periods of time while operating machinery or driving.
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely
- Able to recognize and identify objects or surfaces at a distance

Mental effort:

- Able to complete tasks in a noisy environment while applying established protocols on time
- Able to understand direction and adhere to workplace protocol

Hours of work:

- Regular hours of work will be 8:00 am to 4:30 pm, Monday to Friday with overtime or after-hours as required

Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.



Independent Decision Making:

- This position does not make independent decisions

Financials and Budget:

- Makes recommendations to Capital Works Supervisor for purchases

Confidential Information:

- This position has no access to sensitive or confidential information

Creativity and Ingenuity:

- n/a

Leadership, Supervision and Functional Advice

Employees this role manages or supervises:

- This position does not manage or supervise any employees

Functional advice this role may provide and to whom it is provided:

- This position does not provide functional advice

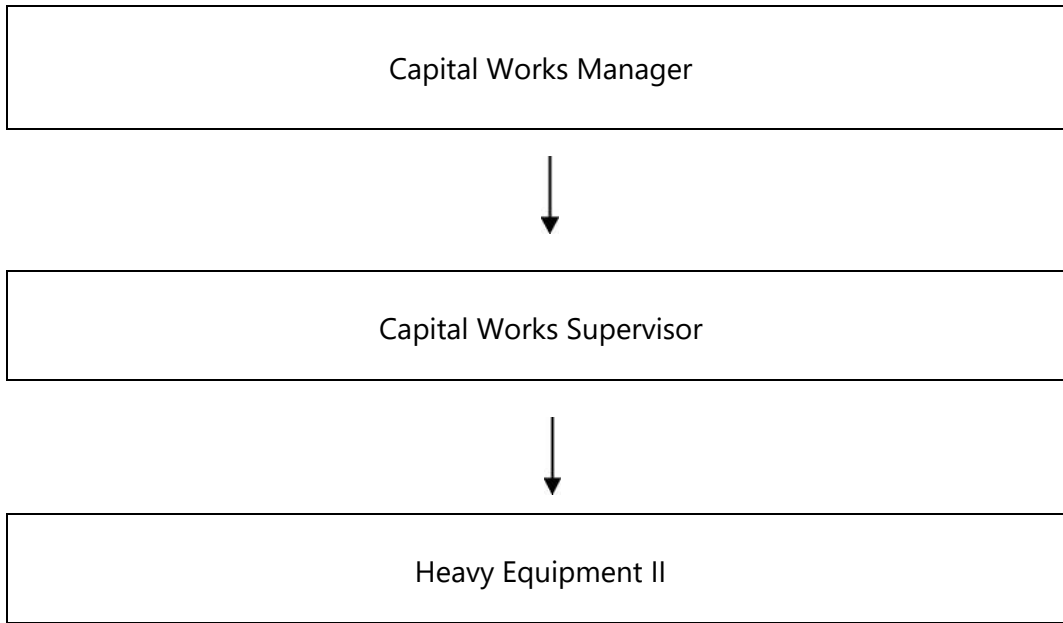
POSITION CLASSIFICATION
(Where this position fits)



<p>Position Title: Heavy Equipment Operator II</p>	<p>Division: Capital Works</p>
<p>Department: Infrastructure and Operations</p>	<p>Classification: Heavy Equipment Operator II</p>
<p>Positions Supervised Directly: none</p>	<p>Reports to (Direct): Capital Works Supervisor</p>
<p>Salary Grade: As per Collective Bargaining Agreement</p>	<p>Positions Supervised Indirectly: none</p>
<p>Hours per week: Regular hours of work are Monday to Friday 8:00 am to 4:30 pm with a 30-minute unpaid lunch. Overtime and after-hours work will be required from time to time and compensated in accordance with the Collective Bargaining Agreement.</p>	<p>Work Location: Project Site OR Public Works Garage 142 Hank Snow Dr, Liverpool</p>
<p>Effective Date: tbd</p>	<p>Revision Date:</p>

Organizational Chart

The reporting relationship of this position to others within the immediate department.



APPROVAL

Once the job description has been completed, ensure the Department Head or CAO has reviewed the document, discussed any points and/or comments that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

Manager Approval: _____ **Date:** _____

Department Head or CAO Approval: _____ **Date:** _____

Human Resources Approval: _____ **Date:** _____