

# Equipment Operator (combined)

## Job Description

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|-------------------------|----------------|
| <b>Reports to:</b>      | <b>various</b> |
| <b>Division:</b>        | <b>various</b> |
| <b>Business Centre:</b> | <b>various</b> |
| <b>Team:</b>            | <b>various</b> |
| <b>Date Updated:</b>    | <b>2025</b>    |

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**Job Scope:** The Equipment Operator is responsible for the safe and effective operation of heavy equipment and manual labor in support of the Town’s essential services. This role supports one of three business areas—Waste, Transportation, or Parks—ensuring high-quality service delivery, compliance with safety standards, and positive community relations.

### Key responsibilities of the job are as follow:

#### 1. General responsibilities:

- Safely operate a variety of heavy equipment and vehicles for assigned tasks;
- Perform manual labor to support maintenance, repair, and operations within the assigned business area;
- Conduct daily inspections, cleaning, and basic maintenance of equipment; promptly report service issues;
- Maintain a clean and organized work environment, including shops and work sites;
- Provide training, mentorship, and guidance to less experienced staff;
- Maintain equipment licensing and ensure all certifications are current;
- Deliver high-quality service to residents, internal customers, and the public;
- Maintain positive relationships with internal and external customers and suppliers;
- Ensure compliance with Occupational Health & Safety (OH&S), Town standards, and administrative guidelines;
- Participate in on-call or rotating shifts as required;
- Support special projects, events, and initiatives as assigned.

#### 2. Business Area Specialization:

##### Waste Solutions

- Complete weekly garbage collection routes for residential and/or commercial sites;
- Operate refuse and recycling vehicles; perform preventative maintenance and submit work orders for repairs;
- Monitor and record daily tonnage, route growth, and report findings;
- Communicate and enforce bylaws and guidelines related to refuse and recycling;
- Operate and maintain recycling equipment, including balers; process and store recyclables;
- Record and report infractions, product counts, and equipment readings.

##### Transportation & Facilities

- Support maintenance and repair of streets, lanes, sidewalks, signage, streetlights, and traffic control devices;
- Assist with storm water collection and overland drainage system maintenance;

- Perform snow removal, sanding, and street cleaning services;
- Provide equipment and services to other departments (e.g., Fire & Rescue, Water);
- Monitor storm water run-off quality and help reduce silt loading in storm water systems.

#### **Parks Maintenance**

- Operate equipment for cemetery and parks maintenance, including excavation for internments and burial plot preparation;
- Maintain cemetery grounds, including mowing, trimming, and snow removal;
- Use cemetery software and maintain digital and hardcopy records;
- Assist with special events, emergency situations, and other parks maintenance tasks (e.g., ball diamonds, outdoor rinks, ski tracks);
- Provide public assistance and information regarding cemetery services.

#### **Qualifications and required skills:**

- **Education:** Equivalent to High School completion with specialized training/certification.
- **Certifications:** Class 3 driver's license with Q endorsement. Forklift certification an asset. Basic Safety Training, including, WHMIS, First Aid, CPR, trenching & equipment operator safety.
- **Experience:** 3 or more years related work experience representing continuous learning and career progression.
- Ability to perform heavy manual labor for extended periods in all weather conditions.
- Rotating on call shifts is required.
- **Skills:**
  - Skilled in operating heavy machinery, interpreting blueprints, and understanding project specifications.
  - Detail-oriented with the ability to follow instructions and troubleshoot basic mechanical issues.
  - Works effectively in team environments with strong interpersonal and communication skills.
- Proficient with Microsoft Office Suite and position relevant software.