



## TOWN OF FORT SMITH

### Equipment Operator (Term)

The Town of Fort Smith has an exciting opportunity for an individual seeking the role as an Equipment Operator (Term Position ending August 30<sup>th</sup>, 2019) to join our team with the Public Works Department. The complete job description is available on the Town Website at [www.fortsmith.ca](http://www.fortsmith.ca)

Reporting to the Public Works Supervisor, the successful candidate will assist with the construction, repair and maintenance of all municipal water and sewage systems, roads, sidewalks and town property. The successful candidate must be able to operate and maintain equipment in a safe and effective manner, work independently, problem solve and deal successfully with the public.

Qualifications:        Successful completion of a recognized heavy equipment training program  
                                  Hold a valid Class 3 Driver's License with air brake endorsement  
                                  Proven ability to operate various pieces of equipment including loader, grader and truck  
                                  Grade 10 or equivalent  
                                  Current First Aid & CPR and other Work Place Safety Training will be an asset

Only those applicants selected for an interview will be contacted  
Resumes may be kept on file for future consideration.

Salary & Benefits:    Salary range is \$65,043.27 - \$74,777.59 plus a Northern Living Allowance of \$7,715.79 per year

Closing Date:         Wednesday, May 22, 2019 at 3:00pm

Please forward applications to:

Reception  
Town of Fort Smith  
P.O. Box 147  
Fort Smith, NT X0E 0P0  
Ph: 867.872.8400  
Email: [reception@fortsmith.ca](mailto:reception@fortsmith.ca)



# Town of Fort Smith

## Job Description Equipment Operator

<b>POSITION TITLE:</b>	Equipment Operator
<b>DEPARTMENT:</b>	Works
<b>REPORTS TO:</b>	Works Supervisor
<b>CLASSIFICATION:</b>	Indeterminate, Pay Level 18
<b>LOCATION:</b>	7 Bay Garage

### Summary of Position

Under the direction and supervision of the Works Supervisor, the Equipment Operator is responsible for operating, maintaining, and securing equipment in a safe and appropriate manner as required by legislation, bylaws, policies and procedures. Equipment may include truck, front-end loader, grader, road patching equipment, compactor, snow blower, skid steer loader, sander, and sewer flusher.

The Equipment Operator is often in contact with members of the public and must ensure such contact is carried out in a courteous and respectful manner.

### Outline of Duties

1. Assist in the construction, repair and maintenance of all municipal water and sewage systems, roads, sidewalks and town property
  - Pump out residential sewers/septic tanks
  - Assist in the installation, cleaning, thawing, unclogging, repair and maintenance of municipal culverts, as necessary
  - Assist in the flushing of all municipal sewer lines
  - Assist in the installation, maintenance, and repair of municipal sewer and water lines
  - Assist in the removal of snow from municipal streets, roadways, sidewalks, trails and Town properties
  - Assist in the sanding of municipal streets, roadways, sidewalks, trails and Town properties
  - Assist in the asphalt patching of municipal streets, roadways, sidewalks, and trails
  - Install and repair traffic control devices and other municipal signs.
2. Operate and maintain equipment in a safe and effective manner according to all relevant legislation, bylaws, policies and procedures in order to minimize risk of injury, and property damage.
  - Perform daily safety and maintenance checks and servicing on equipment
  - Ensure equipment is clean and in good mechanical condition before use

- Ensure equipment is safely stored and secured
- Advise Public Works Foreman immediately of any required maintenance or repairs or of any potential problems
- Practice workplace safety at all times
- Contribute to the maintenance of the inventory system, as required
- Ensure the 7 Bay Garage is maintained in an orderly fashion

### 3. Other Related Duties

- Assist with garbage pick up and various landfill site operations
- Assist with municipal clean-up campaigns
- Assist Water Treatment Plant staff in the performance of their duties, as required
- Prepare and fill grave sites
- Cut grass
- Other duties that may be assigned by the Public Works Foreman

## Positions Supervised

This position is not responsible for the supervision of other workers.

## Responsibilities

- Responsible for the maintenance and safe operation of Town equipment to ensure an effective and efficient level of service to the community.
- Responsible for the efficient maintenance of the Town's Public Works Infrastructure

## Contacts

- Regular contact with the Works Supervisor
- Other Town Staff
- The public

## Work Environment

- Physically strenuous and demanding, lifting, pulling, and managing equipment and objects
- Work outdoors in extreme hot and cold weather conditions
- On occasion, members of the public can be difficult or verbally abuse
- Some shift work
- Some equipment can be noisy. Safety precautions are required.
- There is potential for exposure to dangerous and/or toxic substances. All necessary precautions must be taken to protect eyes, ears, nose mouth and skin from irritation or infection
- Occasional stress with work demands and scheduling

# **Knowledge, Education and Experience**

## **KNOWLEDGE**

- Successful completion of a recognized heavy equipment operator training program
- Maintain and hold a valid NWT Driver's License Class 3 with air brake endorsement
- Grade 10 or equivalent education
- Knowledge of equipment safety, maintenance, and storage
- Knowledge of workplace safety requirements
- Knowledge of record keeping
- First Aid and CPR training
- Knowledge of WHMIS

## **SKILLS**

- Proven ability to operate various pieces of equipment including, but not limited to: truck, front-end loader, grader, compactor, snow blower, skid steer loader, sander, and sewer flusher
- Three years successful experience using several pieces of the equipment listed above
- Client service and public interaction skills
- Ability to work independently
- Ability to problem solve and make appropriate decisions
- Effective verbal and listening communication skills
- Ability to read and write to record daily records
- Time and stress management skills
- Willingness to perform labour related duties

## **PERSONAL ATTRIBUTES**

- Honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Deal with the public in a positive, courteous and respectful manner

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I agree that these job duties reflect the requirements of the job.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

\_\_\_\_\_  
Senior Administrative Officer's Signature

\_\_\_\_\_  
Date