

Operations Worker

Civic Works

REPORTS TO:	ASSISTANT MANAGER – OPERATIONS AND/OR UTILITIES
DEPARTMENT:	MUNICIPAL SERVICES
SECTION:	CIVIC WORKS
LAST UPDATED:	JULY 2023
DIRECT REPORTS:	N/A

Position Summary

Responsible for performing light equipment, and labour work as assigned by Assistant Managers in a safe and competent manner. The Operations Worker supports the day-to-day operation and maintenance of all city infrastructure.

Responsibilities

1. Operates light equipment, including but not limited to loader, trackless, skid steer and trucks, with or without sander or snowplow attachments.
2. Perform labour in completion of a variety of duties including road maintenance and repairs, paving, excavations, snow and ice control, street sweeping, park maintenance, mowing, brushing and hauling.
3. Operate a variety of gas powered, electric and manual hand tools for the installation, maintenance or repair of city infrastructure and facilities.
4. Ensure the maintenance and cleanliness of vehicles, equipment and hand tools.
5. Provide feedback and suggestions to the Foreperson about operations and infrastructure monitoring.
6. Maintain accurate operational and maintenance records as required.
7. Inform the Foreperson about public concerns about services provided by the Civic Works Department.
8. Communicate pertinent information to residents and business owners about public works services and situations.
9. Respond to stand-by and emergency works calls and perform required procedures to determine the cause of the problem and take the necessary action to remedy the problem.
10. Notify the Foreperson of any injuries or medical emergencies or damage to equipment, facilities, or property.
11. Participate in ongoing training to increase skills in the operation, maintenance and care of equipment, and the maintenance and repair of infrastructure.
12. Effectively and safely operate all vehicles, equipment and tools.
13. Exercise constant care to ensure personal safety and the safety of others.

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14. Perform other related duties as assigned.

Qualifications

- Grade 12 or GED
- Applicants must be eligible to work in Canada.
- Three years practical experience in a municipal or private sector construction environment as a equipment operator and labourer
- BC Drivers License Class 5 with Air Brake Endorsement
- Class 3 BC Driver's License with air-brake endorsement considered an asset
- Knowledge of techniques, tools, equipment and safety procedures of a civic works department.
- Current Level 1 First Aid Certificate
- Skill in the operation and care of vehicles, equipment and tools
- WHMIS Training
- Organized, neat and accurate with the ability to meet deadlines
- Traffic Control Person Certification
- Ability to problem solve
- Ability to use tact, diplomacy and courtesy in dealing with staff members, contractors and the public
- Good verbal and written communication skills with the ability to carry out accurate record keeping
- Good working knowledge of computers and Microsoft Office programs
- Ability to carry out oral and written instructions which may be accompanied by diagrams and sketches
- Physical agility and ability to complete duties requiring physical effort, including equipment operation and labour
- Work outdoors in a variety of weather conditions
- Must exercise constant care to ensure safe work practices
- Willingness to learn and remain current in equipment operations and labourer practices and participate in offered educational and safety training courses