

Operations Worker

Civic Works

REPORTS TO:	ASSISTANT MANAGER – OPERATIONS, OR DESIGNATE
DEPARTMENT:	CIVIC WORKS
LAST UPDATED:	JUNE 2026

Position Summary

Responsible for performing light equipment operation, maintenance and labour work as assigned by Assistant Managers in a safe and competent manner. Operations Worker will support 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 snowplows attachments, snowblower or sweeper and bucket truck.
2. Provide labour support to crews in completion of a variety of duties including road, curb, sidewalk and catch basin maintenance and repairs, paving and patching, excavations, installing and removing banners and flags, snow and ice control, street sweeping.
3. Perform labour in completion of park, playground and cemetery operations including maintaining and painting street, park & playground equipment and litter containers, spring cleanup, mowing, brushing, and hauling as well as general maintenance of plants, shrubs, flowers and trees.
4. Assists with installing & maintaining irrigation systems.
5. Performs cemetery maintenance work including opening & closing of graves.
6. Provide labour support for building and facilities maintenance and other projects.
7. Operate a variety of gas powered, electric and manual hand tools for the installation, maintenance or repair of city infrastructure and facilities.
8. Ensure the maintenance and cleanliness of vehicles, equipment and hand tools.
9. Provide feedback and suggestions to the appropriate Foreperson about operations and infrastructure monitoring.
10. Maintain accurate operational and maintenance records as required.
11. Represent the City in accordance with the Code of Conduct and Rules of Employment Policy.
12. Inform the Foreperson about public concerns about services provided by the Civic Works Department.
13. Communicate pertinent information to residents and business owners about public works services and situations.

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14. 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.
15. Notify the Foreperson and Asst Manager of any Safety Incidents including but not limited to near misses, unsafe acts, injuries or medical emergencies or damage to equipment, facilities, or property.
16. Participate in ongoing training to increase skills in the operation, maintenance and care of equipment, and the maintenance and repair of infrastructure.
17. Effectively and safely operate all vehicles, equipment and tools.
18. Exercise constant care to ensure personal safety and the safety of others.
19. Perform other related duties as assigned.

Qualifications

- Grade 12 or GED.
- BC Drivers License Class 5 with Air Brake Endorsement. Class 3 with Air Brakes an asset.
- Knowledge of techniques, tools, equipment and safety procedures of a civic works department.
- 3+ years demonstrated experience in equipment operations and labourer experience an asset, especially in a municipal setting.
- Skill in the operation and care of vehicles, equipment and tools.
- Organized, neat and accurate with the ability to meet deadlines.
- Ability to problem solve and to use tact, diplomacy and courtesy in dealing with staff members, contractors and the public.
- Good verbal and written communication skills and accurate record keeping.
- Good working knowledge of computers and Microsoft Office programs.
- Ability to follow oral and written direction 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.
- Current Level 1 First Aid Certificate an asset.
- WHMIS Training an asset.
- Traffic Control Person Certificate an asset.