RM OF WEST ST. PAUL

POSITION DESCRIPTION

POSITION Equipment Operator I	**DEPARTMENT:** Operations
EFFECTIVE DATE December 2023	**DATE REVISED:** November 2026
SUPERVISOR: Foreman	**WAGE:** $31.01/hour

SUMMARY:

Under the direction of the Foreman, the Equipment Operator I performs general labour and operates light and designated heavy equipment to support the year-round maintenance and repair of municipal infrastructure, including roads, sidewalks, pathways, parks and other municipal assets. The position performs routine equipment inspections and maintenance, maintains required records and assists with snow clearing, road maintenance and other Operations activities.

Key Responsibilities

- Perform all duties of the General Labourer as required.
- Operate light and designated heavy equipment and attachments appropriate to the position.
- Assist with the construction, maintenance and repair of municipal roads, sidewalks, pathways, parks, drainage and other municipal infrastructure.
- Assist with snow and ice control activities, including snow clearing and sanding, as assigned.
- Perform pothole patching and other routine roadway and pathway maintenance.
- Perform routine inspections and preventative maintenance on assigned vehicles, equipment and tools and report defects or required repairs to the Foreman.
- Maintain required equipment logs, work records and other documentation.
- Identify and report road, infrastructure, equipment and workplace hazards.
- Follow applicable Safe Work Procedures, hazard assessments and safety requirements.
- Assist other Operations functions, including Utilities, as required.
- Participate in required workplace and equipment training.
- Respond promptly to emergency call back or call out as required.
- Perform other duties as assigned.

Qualifications:

- Grade 12 or equivalent.
- A minimum of two (2) years' experience operating and maintaining equipment and machinery, preferably in a municipal, construction, public works or similar environment.
- Valid Province of Manitoba Class 5 driver's license.
- Experience in a municipal or Public Works environment is considered an asset.
- Basic computer skills and ability to use mobile devices and applicable municipal software.
- Knowledge of applicable workplace safety requirements, including WHMIS.
- Ability to safely operate assigned equipment and perform routine equipment inspections and maintenance.
- Strong interpersonal and communication skills with the ability to work effectively with coworkers and the public.
- Ability to understand and follow verbal and written instructions and work effectively both independently and as part of a team.
- Physically capable of performing manual labour for extended periods.

Working Condition and Physical Demands:

- Must be able to lift 50 lbs.
- Work requires climbing, kneeling, crouching, reaching, standing, walking, pulling, lifting, grasping, sitting and driving.
- Working at heights.
- Working in extreme heat and cold.
- Working in the presence of pollen and dust.
- May be required to work in confined spaces

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Incumbent Director of Operations

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Date