



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Heavy Equipment Operator Job Description
Policy Number:	900-20

Authority:	
<i>Council Resolution #</i>	<i>59/2021</i>

**Purpose:**

To set out job descriptions and duties of Full-time and Seasonal Heavy Equipment Operator

**Scope:**

To set forth the duties of Full-time and Seasonal Heavy Equipment Operators

Heavy Equipment Operators are under the direction of the Public Works Foreman

**Qualifications:**

1. Must possess a reasonable degree of knowledge and competence in the operation of R.M. equipment
2. Must possess a valid Class 5 driver’s license
3. Class 1 driver’s license would be an asset
4. Be capable of accepting instruction and working with minimum supervision
5. Must be willing to communicate with supervisor and/or fellow employees in a respectful manner.
6. Must have a criminal record check.

**Policy:**

1. The responsibilities for the position of Heavy Equipment Operator are as follows;
  - a) Operate and maintain equipment as per the equipment manuals or as directed.
  - b) Perform service checks on equipment as per service manuals.
  - c) Maintain municipal roads as directed.
  - d) Construct municipal roads as directed.
  - e) Apply dust control material as directed.
  - f) Snow plow roads as directed.
  - g) Account for tools and equipment used in performance of duties described.
  - h) Maintain a daily log of work performed in the manner prescribed by administration.
  - i) Ensure that safety regulations are adhered to both while working on roads and in the shop.
  - j) Bring to the attention of the Foreman any misdemeanor by employees
  - k) Abide by cell phone regulations while operating RM owned equipment; texts/calls may only be made or taken, when the equipment is not in use or by way of a hands-free device.

- l) Operate any other equipment as instructed by Foreman – Must have the proper qualifications (class 1A etc.) to operate certain equipment and any other training required to operate other pieces of equipment.
  - m) Repair/installation of signs and culverts.
  - n) Keep required safety tickets up to date.
  - o) Follow R.M. of Loon Lake policies
  - p) Perform work assigned which may include but is not limited to: mowing, fencing, rock picking, shop and yard maintenance, traffic sign placement and repair, assessing, cleaning and repairing culverts.
  - q) Address rate-payers with respect and report any concerns to foreman or administrator
  - r) Must be willing to accommodate an extended work day
  - s) Must report to foreman or supervisor any incident or injury occurrence during work hours
  - t) Report any equipment problems or damage to Foreman
  - u) Carry out any other tasks assigned by the Foreman
2. The RM Council and its employees work together as a team to provide essential services to the ratepayers of the RM and the employee's loyalty and co-operation are vital in the team concept.

**Effective Date/Repeal**

This policy will come into effect on February 11, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Heavy Equipment Operator job descriptions that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by bylaw adopted by Council.