



JOB DESCRIPTION

Position: Equipment Operator

Union: CUPE Local 374

Approval Date: June 30, 2026

1. FUNCTION

Reporting to the Manager of Public Works and Parks, this position primarily involves the operation of a backhoe with front-end loader, hoe-pack and other accessories. In addition to the trenching and loading work, this position is responsible for the daily care and running maintenance of their equipment and for its safe and efficient operation. The work requires considerable skill and coordination in manipulating equipment with constant awareness and attention to operator safety protocols to prevent accidents or damage. The incumbent is expected to exercise sound independent judgement when operating the equipment and cooperate fully with other members of the works crew in carrying out assigned tasks.

2. TYPICAL DUTIES

- a) Dig trenches for new underground services and expose existing services for repair, replacement or inspection, backfill and prepare trenches for resurfacing.
- b) Undertake excavations for driveways, sidewalks and other municipal works.
- c) Load trucks with fill, gravel, aggregate, refuse and similar material.
- d) Use standard backhoe accessories to assist with breaking up of asphalt and other surfaces, along with base preparation.
- e) Clear snow as required.
- f) Operate other construction equipment, such as single axle dump trucks, crane trucks, loaders, skid steers, small excavators, and rollers as assigned from time to time.
- g) Function as part of a public works construction or maintenance crew, with primary responsibility for backhoe operation. Work as a labourer when not operating equipment.
- h) Assist construction or maintenance crew with general public works duties as backhoe operation responsibilities permit.
- i) Perform a variety of skilled and unskilled public works tasks as assigned from time to time, as dictated by the requirements of individual projects, programs, seasonal workloads and employee availability.
- j) Carry out pre-trip inspections of the equipment and perform basic routine daily preventive maintenance (checking/filling fluid levels, replacing minor parts, etc.).

- k) Assist with training others in the safe operation of a backhoe.
- l) Perform other related duties as required.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Superior hand/eye coordination, mechanical feel, and mental alertness.
- b) Knowledge of WorkSafeBC requirements and procedures.
- c) Thorough knowledge of safety procedures in the use of backhoes and other construction equipment.
- d) Working knowledge of routine construction equipment servicing and minor repair procedures.
- e) Sufficient physical strength, stamina and coordination to perform a variety of skilled and unskilled manual outdoor tasks.
- f) Ability to problem solve, set priorities, work with minimum supervision, and be flexible and adaptable in a changing work environment.
- g) Ability to work cooperatively with other Town employees and the public.
- h) Ability to communicate and understand oral and written instructions.

4. TRAINING AND EXPERIENCE

- a) Completion of Grade 10 or equivalent.
- b) Five years experience in the operation of a backhoe in close proximity to underground services, working as part of a construction or maintenance crew.
- c) Traffic Control Person Certification.
- d) Occupational Basic First Aid Level 1 Certificate.
- e) Valid BC Driver's Licence Class 5 with air brake endorsement.