

Job Class Profile: Equipment Operator I**Pay Level: CG-21 Point Band: 340-363**

| Factor | Knowledge | Interpersonal Skills | Physical Effort | Concentration | Complexity | Accountability & Decision Making | Impact | Development and Leadership | Environmental Working Conditions | Total Points |
|--------|-----------|----------------------|-----------------|---------------|------------|----------------------------------|--------|----------------------------|----------------------------------|--------------|
| Rating | 1 | 2 | 5 | 3 | 2 | 2 | 3 | 1 | 3 | |
| Points | 47 | 33 | 32 | 14 | 60 | 43 | 62 | 21 | 32 | 344 |

JOB SUMMARY

The Equipment Operator I is responsible for the operation and servicing of light vehicles including pick-up trucks, delivery vans, automobiles, etc to transport a variety of material and/or passengers.

Key and Periodic Activities:

- Picks up and delivers a variety of material such as equipment parts, office supplies, mail, laundry carts, linens, etc to various locations.
- Receives and issues/distributes equipment parts and maintains standard records of inventory transactions using computerized system.
- Ensures stockroom is maintained in a clean and safe manner.
- Maintains filing system for all paperwork.
- May provide transportation for passengers, when required.
- May operate forklift to unload and load transport trucks and light vehicles.
- Performs minor repairs and services vehicles with gas, oil and grease.

SKILL**Knowledge****General and Specific Knowledge:**

- Safe Work Practices
- Load Restrictions
- Transportation of Dangerous Goods
- WHMIS

Formal Education and/or Certification(s):

- Minimum: High School Diploma and possession of a valid driver's license as issued by the Province of Newfoundland and Labrador

Years of Experience:

- Minimum: Some experience in the operation of light vehicles

Competencies:

- Ability to follow basic instructions and work processes
- Ability to operate a computer to issue parts from inventory

- Ability to operate vehicles and machinery
- Ability to repair or calibrate machinery

Interpersonal Skills

- A range of interpersonal skills include listening to information from supervisor and asking questions to ensure understanding of assigned tasks and providing routine information and direction to others in the performance of daily work activities.
- Communication occurs with employees within the work area, supervisor/manager, and suppliers.
- The most significant contacts are with supervisor/manager to ensure that equipment parts and/or other material is picked up and delivered on schedule; suppliers to ensure that correct parts are received and are in good order; and with employees within the work area in the performance of daily work activities.

EFFORT

Physical Effort

- The demands of the job occasionally results in considerable fatigue, requiring periods of rest.
- Lifting or moving objects between 25 to 50 lbs is a constant requirement and lifting or moving objects over 50 lbs is a regular requirement. Examples include loading and unloading items on truck such as tires, steel, oil, laundry carts, etc.
- Driving requires sitting for extended periods of time. Standing is also a requirement when performing activities such as sweeping.
- Manual or physical activities include regularly using gross motor skills when loading and unloading delivery vehicles and using machinery or equipment such as a forklift that requires very controlled movement. Fine finger or precision work is performed occasionally when using a computer to manage inventory control.

Concentration

- There is a constant requirement for **visual** concentration when driving in various weather conditions and when backing up delivery vehicles on parking lots.
- **Auditory** concentration is experienced when listening to the radio in the vehicle to communicate with other employees.
- Alertness and concentration are required when performing **repetitive** tasks such as driving for extended periods on the highway. **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when backing up delivery vehicles on parking lots.
- **Time pressures and deadlines** are experienced on an occasional basis when trying to meet scheduled pick up and delivery times. **Interruptions** and lack of **control over work pace** can occur if driving during adverse weather conditions or if there are mechanical problems with delivery vehicle.
- **Exact results and precision** are required when backing up delivery vehicle to ensure the health and safety of others.

Complexity

- Work involves operating light vehicles to transport various materials, supplies and/or passengers which require performing activities that are similar/related in terms of the skills and knowledge required and the tasks are typically well defined.
- Reference material to assist in addressing problems, challenges and issues include advice and guidance from supervisor/manager, safe work procedures, Transportation of Dangerous Goods and WHMIS guidelines.

RESPONSIBILITY

Accountability and Decision-Making

- Work is highly structured and employees carry out tasks according to specific instructions and in accordance with a defined schedule.
- Discretion and independence of action can be exercised in performing minor maintenance work on vehicles.
- Major repair work on vehicles requires supervisory approval.

Impact

- Work results can have a positive impact within the immediate work area, within the department and on customers/clients/patients/general public if supplies and/or equipment are picked up and delivered on schedule. Additionally, resources such as equipment, information, health and safety are positively impacted as well.
- Delays in the pick up or delivery schedule can result in equipment not being repaired or payroll documentation or travel claims not being processed in a timely manner which can negatively impact the immediate work area, department, equipment, information, finances, etc.
- Errors are typically identified and resolved within hours of problem identification.

Development and Leadership of Others

- May provide occasional advice and guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as hard hat, safety boots, glasses and safety vest.
- The likelihood of injury or illness resulting from hazards in the job is moderate.
- Occasionally exposed to glare, wet or slippery roads, adverse weather conditions as well as the delivery of dangerous goods.