

Job Class Profile: Equipment Operator II**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	4	
Points	47	33	32	14	60	43	62	21	43	355

JOB SUMMARY

The Equipment Operator II is responsible for operating and maintaining light and heavy trucks.

Key and Periodic Activities:

- Operates large trucks to pick up and deliver various items including linen carts, food carts, bulk foods, mail, etc.
- Loads and unloads trucks.
- Performs vehicle maintenance such as fueling-up vehicle, checking oil, topping-up fluid levels including windshield wash, antifreeze, power steering fluid, brake fluid, checking tires and lights and cleaning vehicle. Delivers vehicle for servicing, when required.
- Weighs and wraps carts for delivery; creates weigh bills.
- Prepares linen carts for various sites.

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

- Knowledge of Safe Work Procedures
- Heavy Truck Operation
- Policies, Procedures & Guidelines

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 and possession of the appropriate operator's license.

Years of Experience:

- Minimum: Some experience in the operation of light and heavy trucks.

Competencies:

- Ability to follow basic instructions and work processes to complete daily tasks.
- Ability to operate computer to prepare weigh bills.
- Ability to repair or calibrate machinery.

Interpersonal Skills

- A range of interpersonal skills include listening to others and asking questions to get information regarding orders and delivery requests and listening to the supervisor for assignment of daily tasks.
- Most significant contacts are with co-workers who prepare the orders for delivery; supervisor for assignment of daily tasks or changes in delivery schedule; and employees in other departments who receive the delivered items.

EFFORT

Physical Effort

- The demands of the job occasionally results in considerable fatigue, requiring periods of rest.
- Lifting or moving carts over 50 lbs is a regular requirement when loading and unloading trucks.
- Operates heavy trucks to deliver various items and are therefore required to sit and drive on a regular basis. Walking is required when loading and unloading the carts onto the trucks.
- Manual or physical activities include regularly using gross motor skills when loading and unloading delivery vehicles and using machinery or equipment that requires very controlled movement and operating heavy equipment. Fine finger or precision work may be performed occasionally when operating a computer.

Concentration

- There is a constant requirement for **visual** concentration when driving, loading and unloading the vehicle and when performing visual inspections of the vehicle for safety issues.
- **Auditory** concentration or strain includes listening for warnings such as emergency vehicles and listening for unusual sounds from vehicle.
- **Other sensory demands** include smelling for burning oil or other leaking fluids in vehicle.
- Alertness and concentration are required when performing **repetitive** tasks such as driving and when loading the vehicle to ensure that the load is appropriately secured.
- **Higher than normal levels of attentiveness or alertness for the health and safety** of others is required when backing-up vehicle into loading docks and when operating vehicle in adverse weather conditions.
- **Time pressures and deadlines** and lack of control over work pace are experienced on a regular basis when trying to meet scheduled pick-up and delivery times. **Interruptions** can occur if traffic is heavy, loading docks are not available, carts are not ready for delivery or the delivery vehicle breaks down.
- **Exact results and precision** are required when operating a vehicle in a loading area that is very congested or in heavy traffic.

Complexity

- Work involves operating light and heavy trucks which requires performing activities that are similar/related in terms of the skills and knowledge required and the tasks are typically repetitive and well defined.
- Reference material to assist in addressing problems, challenges and issues include advice and guidance from supervisor, material data safety sheets and policies, procedures and guidelines.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work is highly structured and employees carry out specific tasks independently in accordance with a defined schedule for pick-up and delivery services. — Discretion and independence of action can be exercised in performing minor maintenance work on vehicles. — Major repair work on vehicles requires supervisory approval.
Impact
<ul style="list-style-type: none"> — Work results can have a positive impact within the immediate work area, department, inside/outside the organization and on customers/clients/patients/general public as well as on resources such as equipment, finances, facilities, material resources, health and safety and corporate image if the pick-up and delivery service is on schedule. — Delays in the pick-up or delivery of food carts or linens can result in food spoiling, patients not receiving meals on schedule, a shortage of linens in hospitals and soiled linens not being returned to Central Laundry in a timely fashion which will negatively impact processes and systems, material resources, health and safety of patients, increase financial costs, and impact corporate image. — Errors are typically identified and resolved within hours of problem identification.
Development and Leadership of Others
<ul style="list-style-type: none"> — May provide advice or guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is a requirement to wear safety equipment such as safety boots, gloves, raingear and insulated clothing. Masks and earplugs may be required at times. — The likelihood of injury or illness resulting from hazards in the job is moderate. — Exposed to garbage left on food trays; fumes from diesel trucks; vibration when driving; bodily fluids and waste, infectious diseases and odours when handling soiled linens; sharp objects and adverse weather conditions when working outside.