

Job Class Profile: **Light Equipment Operator**

Pay Level: **CG-18** **Point Band:** **278-291**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	2	4	2	1	1	2	1	5	
Points	47	33	25	10	30	22	41	21	54	283

JOB SUMMARY

The Light Equipment Operator is responsible for cleaning all areas of the main warehouse of the Newfoundland Liquor Corporation (NLC) to ensure a safe work environment.

Key and Periodic Activities

- Sweeps debris from warehouse floor.
- Operates (drives), maintains, cleans and stores floor power scrubber.
- Compacts all cardboard using automatic compacting machine.
- Removes plastic and string from pallets.
- Collects garbage for disposal.
- Monitors cleaning supplies and ensures adequate supply is available at all times.
- Collects paper for recycling.
- Cleans up spills.
- Cleans debris from all outside entrances of warehouse and shipping and receiving docks.

SKILL

Knowledge

General and Specific Knowledge:

- Training in various aspects of janitorial work, safe and proper operation of a power scrubber machine, proper maintenance of machinery, storage and recharge procedure.

Formal Education and/or Certification(s)

- Minimum: High School.

Years of Experience

- Minimum: 1 Year.

Competencies:

- Ability to follow basic instructions and work processes.
- Ability to repair or calibrate machinery.

- Ability to operate machinery.

Interpersonal Skills

- A range of interpersonal/communication skills are used and include listening to information from other people, asking questions to get information and gaining the cooperation of others to keep the warehouse area clean.
- Communication occurs with employees in the immediate work areas, within the department and outside the department but within the organization and with supervisor/managers.
- The most significant contacts which are with co-workers and supervisor, and with supervisors from other departments to discuss cleaning duties.

EFFORT

Physical Effort

- The demands of the job do not generally result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects 10 to 25 lbs. is required on a regular basis with the occasional requirement to lift objects over 50 lbs. (i.e. bags of garbage or debris or pushing garbage carts of debris or pulling chains to open overhead doors).
- There is a constant requirement for standing or walking when performing cleaning activities. Working in awkward or cramped positions or body movements is a constant requirement and includes bending, stretching and reaching under racks to pick up debris and remove items such as string, plastic and cardboard, etc.
- Constant requirement for manual or physical activities such as using gross motor skills and maintaining physical balance. Use of equipment or machinery such as a power scrubber is a regular requirement.

Concentration

- There is a requirement for **visual** concentration or **alertness for safety** when working in the warehouse around moving heavy equipment.
- **Auditory** concentration or strain is experienced when working in the warehouse and listening for moving equipment such as a forklift or walkie riders.
- **Alertness and concentration** are required when performing repetitive cleaning tasks in the warehouse and **higher than normal levels of attentiveness and alertness** are required when operating the power scrubber to ensure safety of other persons working in the area and to prevent damage to property.
- **Time pressures and deadlines** are experienced as cleaning must be completed each day to ensure compliance with safety standards. **Interruptions and lack of control over work pace** are experienced occasionally when dealing with emergencies such as clean-up of a spill or a drain overflow.
- **Exact results and precision** are required when operating equipment such as a power scrubber and cardboard compactor.

Complexity

- Work involves tasks that are well defined or activities that are similar/related in terms of the

skills/knowledge used. Duties are outlined in the form of written procedures and directly supervised to ensure a safe work environment is maintained.

- A typical problem or challenge is identifying hazards such as glass or spills on the floor and taking corrective action to eliminate the hazard or report the issue to supervisor.
- Reference material to assist in addressing problems, challenges and issues include policies and procedures, guidelines, regulations and assistance from supervisor and co-workers.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled with safety checks constantly being conducted.
- Without formal approval decisions can be made to contact the Purchasing Department to order supplies.
- Changes to policy or process require supervisory approval.
- Discretion and independence of action is very limited but can be exercised to prioritize the order of completion of assigned daily tasks and if emergency situations arise such as a fire, flood or the storage of unsafe materials. Supervision will generally be available in these instances.

Impact

- Work results can have an impact within the immediate work area, department, organization, and on customers/clients.
- Work activities impact resources such as equipment, facilities, health and safety and corporate image.
- Mistakes or errors such as spills or debris left on the floor can result in safety issues, damage to property and equipment and increase repair costs.
- Errors are typically identified and resolved within hours of problem identification in accordance with safety policies.

Development and Leadership of Others

- Do not have full time responsibility for the direct supervision of bargaining unit staff.
- May provide advice and guidance to new employees including training on the operation, maintenance, clean-up and storage of power scrubber.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as a safety vest, shoes, glasses, hard hat, and gloves.
- The likelihood of injury or illnesses resulting from hazards in the job is limited if safety precautions are followed.
- The core essence of the job is cleaning the NLC warehouse and therefore there is constant exposure to dirt, dust, filth or garbage and heavy machinery such as forklifts and scissor lifts moving about the warehouse. Exposure to unusual/distracting noise from machinery and

equipment is a regular occurrence. There is occasional exposure to limited ventilation, lighting, odours from the garage and/or bottling plant, wet or slippery floors from spills or drain overflow, and sharp objects such as broken glass.