

Job Class Profile: **Transportation Equipment Operations Inspector**

Pay Level: **CG-28** **Point Band:** **578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	4	3	3	3	4	4	2	4	
Points	140	67	19	14	90	87	83	43	43	586

JOB SUMMARY

The Transportation Equipment Operations Inspector performs inspections to ensure the proper operation and care of equipment and adherence to established maintenance and operational procedures, policies, and practices.

Key and Periodic Activities

- Performs equipment and operations inspections.
- Reviews biweekly reports from all operational depots.
- Conducts driving tests in the recruitment of operators.
- Provides demonstrations in the proper use of equipment including preventive maintenance.
- Co-ordinates and facilitates training seminars for Department of Transportation employees. Monitors the expiry dates of required courses.
- Writes reports for the Superintendent of Highway Operations and Superintendent of Equipment detailing the maintenance required by operators to avoid unscheduled breakdowns and to report on operational issues and accidents. Other reports include fuel reports, time reports, and filing of biweekly inspection reports.
- Co-ordinates and organizes damage claims and submits to Insurance Division.
- Performs Equipment Operator orientation/competency evaluations and follow up training.
- Completes accident/incident investigations occurring in the department.
- Attends local depot meetings with management and/or operational personnel to ensure adherence to proper procedures and policies. Performs biweekly checks on equipment and orientation on equipment operation.
- Addresses issues at the local depot level that may also be district wide. Recommends possible solutions to address the issues.

SKILL

Knowledge

General and Specific Knowledge:

- Operation and maintenance of various highway equipment.

Formal Education and/or Certification(s):

- Minimum: High school diploma supplemented by completion of a recognized program related to truck and heavy equipment operation.
- Possession of a valid Class 03 operator's license with an 08 and 09 endorsement issued by the

Province of Newfoundland and Labrador.

Years of Experience:

- Minimum: 2-3 years experience.

Competencies:

- Experience in mechanical repair and in the operation of highway maintenance equipment.
- Oral and written communication skills.
- Computer software skills and the ability to utilize them while in the field.
- Public speaking and presentation skills.
- Experience with equipment and the ability to assess new operators within the department.

Interpersonal Skills

- Interpersonal skills include listening to information from others, asking questions to get information, providing routine information and direction to others, instructing/training, gaining the co-operation of others to complete work or to address issues/solve problems.
- Communications occur with local depot supervisors to listen to concerns, supervisor and senior management to maintain good communications and address issues, facilitating training for operators, and the reporting of issues.
- The most significant contacts are managers and supervisors, director, departmental groups, peers and employees.

EFFORT

Physical Effort

- The demands of the job occasionally result in fatigue, requiring periods of rest
- Occasionally required to lift objects up to 25 lbs.
- Physical effort includes the use of a computer in writing reports and reading/reviewing reports, performing inspections which requires climbing up on equipment, bending/stretching, driving to local depots, sitting during training or when using the computer, and operating heavy equipment and demonstrating to others how to operate attachments with precision and accuracy.
- Regularly performs fine finger precision work, sitting, standing, walking, climbing, driving, operating heavy equipment, and using equipment/machinery that requires controlled movement.

Concentration

- **Visual** concentration/alertness is required when facilitating courses or presenting, when road testing new operators, and report writing.
- Other sensory demands such as **smell**, is used on a regular basis to determine if items are burning.
- **Repetition requiring alertness and higher than normal levels of attentiveness** is exercised when testing new recruits on equipment; must be highly attentive to many issues as the level of experience/ability of the individuals may not be immediately known.
- **Alertness to health and safety of others** is regularly exercised when inspecting equipment for safe operation and road testing new operators.
- **Time pressures and deadlines** are experienced on a regular basis in order to complete inspections on tendered or contracted equipment before the contract is awarded.

- **Lack of control over the work pace** occurs regularly as weather impacts the inspection schedule due to working around the crews when they are required for snow clearing or highway maintenance.
- **Eye/hand co-ordination** is required when performing equipment inspections and operating heavy equipment in snow and ice to demonstrate to others.

Complexity

- Tasks and activities are different but related, may be repetitive and well defined, and involve a wide variety of responsibilities and situations.
- Problems and challenges are normally resolved by following existing procedures and guidelines.
- The most typical challenge required to resolve is ensuring the local depots adhere to the departmental policies and procedures, and when testing new recruits on equipment, must trust the individuals to drive safely. Assesses issues that may arise due to the use of drugs or alcohol and addresses the situation accordingly.
- When addressing challenges/problems/issues incumbents can refer to policies, manuals, regulations, and supervisors.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are generally monitored and controlled through reports to superintendents and ensuring work tasks are completed.
- Supervisory approval is not required in identifying and addressing safety issues relating to equipment operation, to stop unsafe acts by coworkers, in deciding day to day tasks and priority of those tasks, and organizing equipment to be transported to designated areas for testing or training.
- Supervisory approval is required for disciplinary measures involving operational neglect or abuse, when performing duties outside the designated regional area, working overtime, and approval to rent space for training purposes.

Impact

- When job tasks are completed the results are directly felt within the immediate work area, the department, the general public, and on equipment and health and safety. This is achieved through equipment inspections, training of staff, and input into policy and procedures to enhance safety.
- The most significant impact is on the delivery of services by the department. The operational abilities of the department are directly linked to the condition and operation of equipment. Errors (such as implementing incorrect policies or procedures, missing a safety issue during inspection, incorrectly testing the salinity of road brine for salting purposes) can result in significant impact to the department, its public image, and the health and safety of the operators and the general public.
- In the event of a mistake or error there could be impact in the immediate work area, within the department, on the equipment, and on the health and safety of operators and the general public.
- The time frame associated with the identification and resolution of errors is normally within hours of problem identification.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Performs a lead role for various training programs and the annual snow school operator training program. Also provides on the job advice, guidance, feedback and orientation of new and existing employees.

WORKING CONDITIONS

Environmental Working Conditions

- During inspections there is a requirement to use all safety equipment when climbing around equipment.
- There is a moderate likelihood of minor cuts, bruises, or illness and an occasional likelihood of other injuries or illnesses resulting in disability.
- Occasional exposure to glare and adverse weather when driving/traveling for inspections. Also occasionally exposed to dirt/dust, fumes, limited ventilation, vibration, slippery surfaces, confining workspaces, fire, physical danger, sharp objects, and heavy machinery when conducting inspections.
- Requires overnight travel for inspections, meetings, presentations, and training. Heavy equipment inspections can often occur in very poor weather.