

Equipment Operators and Supervisors of Operations

Occupational Family/Code – General Operations: GHM

Profile created: 2002 04

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Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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Equipment operators are key to the maintenance and enhancement of transportation and park infrastructure and have important supervisory and operations roles in the construction and maintenance of provincial highways and associated right-of-ways. Some may work in specialty areas supporting the maintenance of bridges, airports or providing traffic guidance services and may also support ministerial programs in data collection, testing and materials location. These employees operate, service and do basic repair to the equipment related to a designated area.

The Supervisor of Operations (SO) is often a natural progression from the Equipment Operation role. These staff have similar responsibilities and tasks as the more junior levels but are in charge of a work crew and have more supervisory and accountability responsibilities around program delivery for a specified area. SO's are in contact with the public, landowners, contractors, municipalities and towns regarding questions or concerns. The SO's provide informational reports for effective road systems management and ensure their staff follows OH&S regulations and ministry roadwork policies.

Employees in this classification are required to obtain and maintain the appropriate valid driver's license and operate various types of road maintenance or heavy duty equipment such as trucks, brooms, packers, oil distributors, loaders, graders, stripers, cranes, snowmobile trail groomer, i.e., ski dozer and jackhammers. The positions may require operating road equipment and/or directing traffic in adverse roadway and severe weather conditions and there could be extensive travel involved. As well, they work in physically demanding conditions such as high elevations, confining spaces, worksites with obstructions or limited access and egress, deep snow, mud and oil and are expected to do physical labour, heavy lifting and climbing.

Benefits include flexible/modified hours, work with new and advanced technologies and equipment, opportunities to travel the province and the ability to be innovative. If you are interested in outdoor, active work and would like to be a part of team who ensure public safety, consider this as a career.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of acts, codes, standards, regulations, agreements and procedures applicable to the relevant discipline (e.g. road, airport, sign, or bridge maintenance). **(Bring/Learn)**
 - Knowledge of workplace safety and traffic control procedures. **(Bring/Learn)**
 - Knowledge of occupational health, workplace hazardous materials and dangerous goods policies and practices. **(Bring/Learn)**
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Theories/Principles

- Knowledge of ministerial organizational structure, policies, procedures, standards and applicable administrative processes. **(Bring/Learn)**
 - Knowledge of human resource management practices, including strategies to recruit, support and sustain a diverse workforce. **(Bring - Supervisor only/Learn)**
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Technical

- Knowledge of procedures and equipment operation related to their particular assignment (e.g. roads, airports, gravel location, bridges, traffic guidance, park maintenance, winter recreation trails). **(Bring/Learn)**
- Knowledge of provincial road infrastructure and authorities. **(Bring/Learn)**
- Knowledge of routine equipment maintenance. **(Bring/Learn)**
- Knowledge of the Torrens Land Registration System. **(Bring/Learn)**
- Knowledge of basic mechanical, pneumatic, hydraulic, electrical, fuel and lubrication systems of heavy equipment. **(Bring/Learn)**



- Knowledge of the applied rate of various types of material in order to operate controls such as clutches, hydrodrums and levers. **(Bring/Learn)**
 - Knowledge of the appropriate and safe use of hand and power tools. **(Bring/Learn)**
 - Knowledge of pesticide and herbicide application. **(Learn)**
 - Knowledge of the effects that equipment/machinery can have on ecosystems and how to limit those effects. **(Bring/Learn)**
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Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/ developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to listen to, accurately comprehend and orally respond to enquiries from co-workers, contractors, municipal officials, and the public and/or relay information in an accurate, clear, concise and courteous manner. **(Bring)**

Personal attributes which may link with this skill statement include: calm, confident, even tempered...

- Ability to provide clear, concise information and/or explanations to contractors, the public, landowners, municipal officials and other government entities. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: confident, service oriented, approachable...

- Ability to record and organize instructions, minutes or information in a clear, accurate and understandable manner. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: independent, focused...

- Ability to verbally provide clear, concise and accurate explanations of policies, procedures, standards, entitlements and other information. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail...

- Ability to accurately comprehend information and instructions from written material. **(Bring)**

Personal attributes which may link with this skill statement include: focused, attentive to detail...



Leadership

- Ability to identify, collect and record relevant information through observation and enquiries. **(Bring)**

Personal attributes which may link with this skill statement include: decisive, attentive to detail...

- Ability to objectively evaluate work performance while encouraging employees to meet set work goals and standards. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: decisive, supportive...

- Ability to instruct, guide, coach and encourage others to enhance their job performance and further develop their skills. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: leader, supportive...

- Ability to assign work to others taking into consideration priorities, employees' workloads and skills and the work that needs to be accomplished. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: accountable, flexible...

- Ability to provide concise instruction to individuals or groups of employees to enhance skills and improve job performance. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, confident...

- Ability to implement decisions with limited time and information to protect public safety. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: confident, service oriented, initiative...



- Ability to guide and coach a diverse group of employees, that results in a team that can meet its goals and objectives, while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination.

(Bring - Supervisor only/Learn)

Personal attributes which may link with this skill statement include: respectful, supportive, empathetic...

Problem Solving

- Ability to collect and analyze relevant data to make accurate and timely decisions on a variety of quality control issues.

(Bring/Learn)

Personal attributes which may link with this skill statement include: focused, attentive to detail...

- Ability to accurately identify, develop, evaluate and implement sound solutions to resolve quality control issues and problems.

(Bring/Learn)

Personal attributes which may link with this skill statement include: decisive, adaptable, confident...

- Ability to identify problems, explore options and implement appropriate solutions. **(Bring)**

Personal attributes which may link with this skill statement include: attentive to detail, proactive...

- Ability to identify, design and contribute to the development of new ideas and approaches that will improve work processes and systems. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: innovative, service oriented...

Interpersonal

- Ability to calmly listen, assess and clarify problems and respond with options to the public, co-workers and contractors who may be upset, confused or angry. **(Bring)**

Personal attributes which may link with this skill statement include: calm, independent, confident...



- Ability to develop and maintain positive work relationships with co-workers, managers, consultants, contractors, cottage owners, the public and other government stakeholders. **(Bring)**

Personal attributes which may link with this skill statement include: approachable, even tempered, open minded...

- Ability to interact diplomatically to determine or mediate a solution when encountering difficult or confrontational situations. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: leader, empathetic...

- Ability to create an environment that recognizes, supports, respects and welcomes diversity of employees and clients. **(Bring - Supervisor only/Learn)**

Personal attributes which may link with this skill statement include: welcoming, objective, understanding...

Team/Independence

- Ability to independently, or as part of a team, assess, plan and adjust urgent or routine work priorities to meet required objectives in consideration of deadlines, resource availability and weather conditions. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: team player, flexible...

Organizational

- Ability to independently organize duties, determine and adjust priorities to complete tasks and meet work objectives. **(Bring)**

Personal attributes which may link with this skill statement include: service oriented, independent...

- Ability to identify, prioritize and maintain inventory levels to ensure timely service delivery. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: pro-active, accountable...



- Ability to plan, organize and prioritize a high volume workload taking into consideration, task complexity, weather conditions, conflicting deadlines or frequent interruptions. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: decisive, adaptable, accountable...

- Ability to maintain paper and/or electronic records in order to quickly locate information or to support organizational data systems. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail...

Analytical

- Ability to identify areas for improvement and recommend or contribute to the development of new methods to improve work processes. **(Bring)**

Personal attributes which may link with this skill statement include: innovative, service oriented...

- Ability to examine, understand and appropriately apply instructions, policies, standards and procedures to issues relevant to transportation infrastructure preservation, construction, or to materials location or traffic guidance. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, decisive...

- Ability to accurately compile, calculate and summarize data to make adjusting entries related to data systems or the budget. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, focused...



- Ability to inspect and assess level of road or bridge damage or signing concerns, the extent of threats to the safety or well being of others and take effective, corrective action. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: decisive...

Technical

- Ability to accurately and in a timely manner, input, access, retrieve and print data using computer hardware/software and utilize other technological equipment. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: accountable, attentive to detail...

- Ability to accurately adjust rates of material application for quality control. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, focused...

- Ability to inspect equipment for efficiency and safety and to make minor repairs to equipment. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, conscientious...

- Ability to read and interpret engineering or workzone plans (traffic, sign, bridge, right of way, cross section, drainage) or legal survey plans in order to follow related work instructions. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, focused...

Safety/Stress/Security

- Ability to drive or operate equipment under stressful or adverse road and weather conditions. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: calm, confident, adaptable...



- Ability to apply the principles of standard precautions and proper safety practices according to established protocols, safety guidelines and existing legislation to protect self, co-workers, the public and the environment. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: decisive, pro-active...

- Ability to receive, handle and properly label and store materials that may be hazardous or have environmental impact. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: confident, attentive to detail...

- Ability to recognize potential risks to self, co-workers and the public and respond in a timely manner. **(Bring)**

Personal attributes which may link with this skill statement include: pro-active, decisive...



Personal Attributes

(Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

Personal attributes for the Equipment Operators and Supervisors of Operations include:

To Be...

- decisive
- pro-active
- understanding
- conscientious
- courteous
- leader
- reliable
- supportive
- respectful
- welcoming
- objective
- independent
- a team player
- calm
- persistent
- innovative
- accountable
- confident
- service oriented
- flexible/open minded
- accommodate individual differences
- focused
- adaptable
- take initiative
- positive
- approachable
- attentive to detail
- even tempered
- self motivated
- empathetic
- equitable

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