

TOWN OF NIVERVILLE

Section Personnel	Classification <i>Policy</i>
Subject Operations Operator	Pages 3
Authority CAO	Effective Date January 1, 2026
Approved (date and resolution number)	Index Number

POSITION TITLE:	OPERATIONS OPERATOR
REPORTS TO:	DIRECTOR OF OPERATIONS

POSITION SUMMARY

The Operator's responsibility shall be to perform semi-skilled and skilled work within the operations department.

PRIMARY ACCOUNTABILITIES

1. Perform a variety of semi-skilled manual labor tasks in maintenance and repair of public facilities, buildings, grounds, streets, utilities, and related facilities.
2. Perform all duties in conformance to appropriate safety and security standards.
3. Landscaping which includes but is not limited to: Digging and raking gravel and dirt as well as spreading seed and fertilizer.
4. Assists in the development and maintenance of various parks around Town.

5. Assist with patching streets and prepping shoulders by placing, spreading and packing cold mix and/or granular fill.
6. Works with equipment to maintain the cemeteries within the Town.
7. Operate equipment and machinery as required.
8. Assist in routine inspections and preventative maintenance on assigned equipment and refer defects or needed repairs to supervisor; clean equipment.
9. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
10. Perform ground maintenance duties around Town buildings.
11. Obtaining and maintaining pesticide spraying certification.
12. Other duties related to the Town's Emergency Response as assigned.
13. Other duties as assigned by the Director of Operations or CAO.
14. Works after hours, shift work, weekends and on-call duties as required, maintaining Town infrastructure and services.

TECHNICAL COMPETENCIES

- ✓ Valid Province of Manitoba driver's class three (3) license with air endorsement (preferred);
- ✓ Experience in basic equipment operation;
- ✓ Minimum grade 10 education.

Special Conditions & Demands

- ✓ Work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- ✓ Work requires climbing, kneeling, crouching, reaching, standing, walking, pulling, lifting, and grasping,
- ✓ Vocal communication is required for expressing or exchanging ideas by means of the spoken word,
- ✓ Hearing is required for operation of machines, and operation of motor vehicles or equipment,
- ✓ Subject to inside and outside environmental conditions, extreme cold, extreme heat, and noise.

CORE COMPETENCIES

- ✓ Integrity & Trust Seen as a direct, truthful individual; ,widely trusted and adheres to a strong set of core values.
- ✓ Accountability Understands the role of leadership; makes oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.
- ✓ Service Orientation Demonstrates concern for meeting internal and external ratepayer needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available.

BEHAVIORAL COMPETENCIES

- ✓ Interpersonal Skills Relates well to all kinds of people. Gets along with others.
- ✓ Physical Effort..... Puts forward the physical exertion required to perform assigned tasks, assuring one's share of the work is delivered.
- ✓ Time Management Is conscious of time and work quality and how it relates to task completion, through appropriate communication with supervisors, adequately preparing and following through with assignments in a timely manner.
- ✓ Safety..... Performs work in a safe manner, following policies and procedures, using proper techniques to ensure protection for people and property at all times.
- ✓ Equipment Operations..... Uses specific equipment or machines in responsible manner to meet defined quality and quantity standards.

GENERAL:

Employee is expected to work 40 hours per week.

PROBATION PERIOD

The employee shall have a 3-month probation period, if a new hire.

PLACE OF WORK

Work location: Operations Shop, 329 Bronstone Drive, Niverville