



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: EQUIPMENT OPERATOR II
DEPARTMENT: PUBLIC WORKS
POSITION TYPE: UNION POSITION
PAY GRADE: PAY GRADE 6
LAST UPDATED: JULY 2026 (under review)

NATURE AND SCOPE OF WORK

Reporting to the Manager of Roads and Utilities, with functional leadership from the Supervisor of Roads, the Equipment Operator II performs skilled work requiring the operation and maintenance of equipment and vehicles relating to all Public Works service areas. The incumbent will be required to assist in training and guidance for employees regarding the safe and effective operation of mechanical equipment. The Equipment Operator II is expected to participate physically in any municipal work as directed, with assignments in the Parks, Roads and Utilities Departments as needed or assigned. Considerable independent judgment, and professional advice is required of the Equipment Operator II in carrying out these duties within a municipal construction environment.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

TYPICAL DUTIES AND RESPONSIBILITIES

- Pre-trip inspections and completion of forms.
- Daily maintenance on all equipment being operated.
- Provides experienced advice to senior staff on additional maintenance needs and service requirements.
- Operates asphalt roller, crane truck, skid-steer and backhoe excavator, single axle dump trucks, front end loader, and track excavators and other equipment as required.
- Operates mechanical equipment with accuracy and expertise around underground utilities and overhead power lines.
- Supports training and provides advice on the safe and efficient operation of equipment.
- Loads and transports equipment and materials.
- May direct the work of one or more subordinates in functionally related duties in collaboration with the Leadhand and/or Supervisor.
- Assists with seasonal snow and ice operations.
- Participates in the yearly Winter Maintenance shift.
- Performs other tasks as assigned.
- Call-out work assignments may be required as needed.



MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of Grade 12 or equivalent.
- Three (3) years applied experience in operating machinery, including specific experience with track excavators, single axle trucks, asphalt rollers, crane trucks, skid-steers, backhoe excavators, and other equipment used in municipal construction work.
- One (1) year experience with municipal snow and ice operations or similar.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Possession of a valid BC Drivers License, minimum Class 5 with Air Brake Endorsement is required, and driver's abstract acceptable to the City;
 - Class 1 or Class 3 BC Drivers License is a strong asset.
- Heavy Trailer Endorsement is required.
- Traffic Control Certificate (TCP).
- Heavy Equipment Operator Certification is preferred.
- Level 1/Basic First Aid Certification is an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of methods, techniques and practices used in safely and efficiently operating a variety of pieces of mechanical equipment.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain effective working relationships with supervisors, employees, and members of the public.
- Ability to complete reports, maintain records, and perform administrative duties as required.
- A thorough knowledge of safe equipment and vehicle operation best practices.
- Ability to review and assist in preparing and updating safe work procedures in relation to mechanical equipment.
- Knowledge of trenching, shoring, and ground disturbance practices.
- Knowledge of WorkSafe BC Regulations.
- Leadership qualities to enable the functional supervision of one or more subordinates in a municipal environment.
- Sufficient physical strength, stamina and coordination to operate the equipment required and to perform manual work in all types of weather.
- Ability to work outside regular business hours, normally with notice and/or in emergency situations.

REQUIRED COMPETENCIES

Demonstrated proficiency in the core competencies of:

- Adaptability: Willingness to be flexible in a changing environment.
- Relationship Building: Establish and maintain respectful and cooperative working relationships.
- Effective Communication: Communicate effectively with others.



- Problem Solving: Recognize and act to resolve problems.
- Organization: Organize the work so that others will understand and will be able to achieve the City's goals as communicated by senior staff.
- Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
- Safety Focus: Mindful of physical and psychological safety at all times and performs work in a way that minimizes risk of injury to self or others.
- Customer Focus: Provide excellent service to both internal and external customers.

Leadership competencies:

- Use best judgment in anticipating future needs, opportunities and risks. Use a proactive approach to act and achieve desired outcomes.
- Strive for innovation; champion appropriate new ideas and creative solutions.
- Change Management: Actively promote appropriate change as a necessary business function and lead people through transition and change.
- Personal insight and rapport: Demonstrate Colwood's values, awareness of strengths and weaknesses, seek feedback, fulfill commitments, and demonstrate courage to do what is right.
- Compassion, empathy, integrity and strength of character.

Working Conditions/Job Environment

- Work is conducted primarily in an outdoor environment, in and around roads and traffic, including during occasional severe weather conditions.
- Physical demands include, but are not limited to, heavy lifting and carrying, shovelling, raking, pushing, climbing in and out of equipment, periods of prolonged sitting while operating equipment and periods of prolonged standing while acting as TCP.
- Frequent exposure to loud noise and dust.
- Occasional night work is scheduled and/or required for unanticipated or emergency operations.