



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: EQUIPMENT OPERATOR I
DEPARTMENT: PUBLIC WORKS
POSITION TYPE: UNION POSITION
PAY GRADE: PAY GRADE 4
LAST UPDATED: SEPTEMBER 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 I performs semi-skilled work requiring the operation and maintenance of equipment and vehicles relating to all Public Works service areas. The incumbent may be asked to assist in training and guidance for employees regarding the safe and effective operation of mechanical equipment. The Equipment Operator I is expected to participate physically in any municipal work as directed, with assignments in the Roads, Utilities, and Parks Departments as needed or assigned. Some independent judgment is required of the Equipment Operator I 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

1. Pre-trip inspection and completion of forms.
2. Daily maintenance on all equipment being operated.
3. Provides experienced advice to senior staff of additional maintenance needs and service requirements.
4. Operates asphalt roller, crane truck, skid-steer and backhoe excavator, single axle dump trucks, and tandem truck. (not limited too)
5. Operating mechanical equipment with accuracy and expertise around traffic and overhead power lines.
6. Support training and provide advice and on the safe and efficient operation of equipment.
7. Load and transport equipment and materials.
8. Assists with seasonal snow and ice equipment maintenance.
9. Participates in the yearly Winter Maintenance shift.
10. Performs other tasks as assigned.
11. Call-out work assignments may be required as needed.



MINIMUM TRAINING AND EXPERIENCE REQUIRED*

- Completion of Grade 12 or equivalent.
- One (1) years previous experience in operating machinery, including specific experience with single axle trucks, asphalt rollers, crane trucks, skid-steers, backhoe excavators, and other equipment used in municipal construction work.
- One (1) years experience with municipal snow and ice operations and maintenance.
- Class 3 Drivers License with air brake endorsement is required.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Possession of a valid BC Drivers License - Class 3 with Air Brake Endorsement required.
- Traffic Control Certificate (TCP)
- Basic First Aid Certification is an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of methods, techniques and practices used in safely and efficiently operating a variety of pieces of mechanical equipment.
2. Ability to communicate effectively verbally and in writing.
3. Ability to maintain effective working relationships with supervisors, employees, and members of the public.
4. Ability to complete Pre and Post Trips and maintain records.
5. A thorough knowledge of safe equipment and vehicle operation best practices.
6. Ability to support in preparing and updating safe work procedures in relation to mechanical equipment.
7. Sufficient physical strength, stamina and coordination to operate the equipment required and to perform manual work in all types of weather.
8. Knowledge of WorkSafe BC Regulations.
9. Knowledge of regulations in relation to the National Safety Code.

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.
- Customer Focus: Provide excellent service to both internal and external customers.