

Public (when completed)

Common Government

Update

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Equipment Operator

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Assist in the maintenance and delivery of equipment for the Water Pumping Program and support agricultural producers in Alberta facing water shortages.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Trailer repairs to provide safe operating standards and to meet vehicle safety standards
2. Wiring of trailers and repair/maintenance of trailer suspensions, axles, brakes and tires to meet highway safety standards
3. Delivery and allocation of water pumping equipment throughout the province
 - Prioritize need
 - Prepare contracts, collect fees and issue receipts
 - Provide instruction on use of equipment
4. Perform field inspections of pipe
5. Identify and relate concerns (equipment or people) to the Supervisor
6. Maintain and organize equipment in provided storage area
7. Follow provincial vehicle safety standard requirements.

Problem Solving

Typical problems solved:

Problems related to delivery of Water Pumping Equipment and equipment maintenance as listed above.

Types of guidance available for problem solving:

Supervisor and Water Pumping Technologist are available for guidance.

Direct or indirect impacts of decisions:

Agricultural producers in Alberta have access to Water Pumping Program equipment and related information.

Key Relationships

Major stakeholders and purpose of interactions:

Agricultural producers in Alberta are provided Water Pumping Equipment, instruction and relevant information.

Required Education, Experience and Technical Competencies

Education Level

High School Diploma

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Class 3 Driver's license with Air Brakes (Q-endorsement). Class 5 with Q-endorsement may be considered if meets traffic safety requirements and program requirements.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Develop Networks	☐	☒	☐	☐	☐	Works on maintaining close relations with all stakeholders: • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others	Equipment operator will work with stakeholders to deliver pumping equipment, provide instruction on equipment use, and prepare contracts, collect fees and issue receipts on behalf of the Water Pumping Program.

		through communication techniques	
Drive for Results	☒ ☐ ☐ ☐ ☐	Actively sets goals and remains open to advice on reaching them: • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system	Equipment operator will prioritize equipment delivery based on multiple factors (time of request, date pumping wanted, urgency, location of pumping, weather) while meeting needs of producers and program objectives.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature