
POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and succinctly as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT/TPT Tier I - Cover Page and Part 1 only

- Casual/temporary part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months).

CPT/TPT Tier II - Cover Page and Parts 1 & 2 only

- Casual/temporary part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to two academic semesters (more than 4 months up to 9 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)
Regular Part-time Support Staff

Position Title: Heavy Equipment Operator Learning Technologist (RPT)

Position Number: [Click here to enter text.](#) **Pay Band:** 11

Reports To: Senior Operations Manager

Appointment Type: Other-details at right. **“Other” Hours Details:** TPT 16 hours/week (max 24)

Scheduled Weekly Hours (maximum 24 hours per week): As determined by Manager

PDF Completed By (Manager Name): Senior Operations Manager

Effective Date: June 12, 2024 **Last Revision:** June 23, 2026

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

This position provides technical expertise and academic delivery support to the Heavy Equipment Operator program, which includes providing input into the layout and implementation of course material and the design and delivery of scenario-based field exercises. The incumbent demonstrates techniques and equipment to students, supervises students in the field and is responsible for student safety and ensuring that all safety procedures are followed. The incumbent tests and evaluates all machinery and equipment used for field work and ensures that maintenance is performed as needed.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Works closely with faculty and technologists to demonstrate, plan and organize field labs for students, reinforces theory content and practical application of previously taught concepts, methods, procedures and theories.	70
2	Facilitates implementation of construction safety and cleanliness standards per College and School requirements. Identifies potential safety issues and recommends/implements appropriate solutions. Conducts outdoor field lab inspections and implements corrective action to ensure compliance with internal and external governing bodies. Ensures safe storage and handling of hazardous waste materials. Follows the College's WHMIS process and administers the SDS library, ensuring all materials have current SDS on file (electronically as per the H&S department).	10
3	Directly deals with student issues and is jointly responsible for student safety alongside faculty. Supervises students during a variety of potentially dangerous field exercises with heavy equipment. Enthusiastic Team Leader for Experiential Learning Days (Trades Days/Skills Camps) for groups of students from grades 7-12. Provides learning and program delivery support while ensuring a safe environment for students, staff and visitors to the College.	10
4	Communicates and seeks advice from full-time technologist, faculty, and Operations Manager to prioritize work, preparing for upcoming labs and/or Skills Camps.	5%
5	Other Duties As Assigned (<i>do not amend this section</i>)	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of secondary school and some additional job related training.
(1yr certificate)

Field(s) of Study:

Completed 1 year Certificate in Heavy Equipment Operation and/or combination of training and experience (i.e. Grandfathered equivalency recognized by a Union Hall).

Other Vocational Certifications and/or Apprenticeships:

[Click here to enter text.](#)

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than five years up to eight years.

Additional Skills & Abilities:

Excellent interpersonal skills, co-operative attitude and excellent ability to deal with people under pressure. High level of attention to detail and safety. Ability to work in an environment where a diversity of people and situations are encountered.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving** and **reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity	Students are doing something unsafe in the field labs on heavy equipment.
Description	The incumbent will immediately provide a verbal warning to the student over the radio to stop what they are doing and instruct them what to do next to return the heavy equipment back into a safe position. The incumbent constantly evaluates severity and risk to human and/or asset/machine safety in their analysis, and they must respond immediately to ensure student corrects their actions to ensure a safe environment is maintained at all times. The students are trained by faculty, techs, theory lectures, videos and simulators before they complete any equipment functions.

Example #2

Task / Activity	A machine has failed in the field and must be repaired for the field exercises to continue. The incumbent may perform minor repairs to the equipment on a mobile basis to ensure the equipment is accessible to faculty and students.
Description	The incumbent will utilize diagnostic, problem solving, troubleshooting and researching skills to analyze symptoms and, if minor, establish methods to define symptoms and isolate the root cause in order to continue with the repair to ensure the equipment is accessible to faculty and students. Critical and immediate decision-making skills are required to determine if physical condition upon failure has resulted in a hazardous situation to not cause harm to anyone, property, or the equipment itself. Call in the Heavy Equipment Technologist if necessary to return the equipment or field labs to a safe condition depending on the nature of the equipment failure. The incumbent will be required to adapt techniques and practices or arrive at creative solutions to keep the machinery available. If the repair is major, the incumbent will notify the Heavy Equipment Technologist.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Non-routine.

How would you describe the complexity of the work?

Some duties are varied and complex.

Describe the business processes used by the position.
Processes are specialized.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity In collaboration with the HEO team, the incumbent contributes to the creation of plans, and the implementation and modification of new procedures, techniques, and field exercises in the Heavy Equipment Operator Program (e.g. high technology training simulator and software program for instruction, new trenching techniques, etc.).
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Description Time management, lead-time planning, and multi-tasking are required for this activity as well as research and interpersonal skills
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Deadlines are driven by the academic delivery schedule. Changes would need to be implemented prior to the intake of new students. The incumbent establishes task deadlines, which includes providing deadlines to others on occasion, to ensure the overall project deadline is met.
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Example #2

Task / Activity

Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:
Adapts analytical techniques and develops new information.

In determining a solution for problems, the incumbent has discretion to:
Modify/refine existing methods and options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Demonstrating operation of heavy equipment to a student and reinforcing lessons taught
Description
During most of the time working all duties require fine motor skills, utilizing the equipment demand high dexterity. Demonstrating proper use of equipment to perform a variety of tasks.

Example #2

Task / Activity
Completing preventative maintenance on equipment to achieve optimal performance and maintaining high levels of health and safety standards
Description
Incumbent must read and decipher owners and operations manuals and diagrams to complete preventative maintenance on equipment. Example lubricating equipment to ensure equipment is performing as expected.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:
Speed is a major consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Demonstrating a repair to an oil furnace or a gas-powered stove to a student and reinforcing lessons taught	90%
Completing preventative maintenance on tools and equipment to achieve optimal performance and maintaining high levels of health and safety standards	10%

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity
Organizing stock, moving equipment or consumables in and out of the lab from outside storage
Description
Forklift can only be brought into the shop to a certain point, need to relocate a variety of consumable stock by hand. Work is frequent and requires use of both larger muscle groups and also fine muscle movements, depending on the task at hand.

Example #2

Task / Activity
Assisting a busy group of 20 students
Description
Assist up to 20 students during a lab all completing various tasks and different speeds, abilities, experience and comprehension. Need to advise and reinforce the learning activities drawing from extensive experience to ensure students are completing work on tools and equipment safely and at their highest level of quality which they have at this point in their learning and experience journey. This is physically demanding to assist this many students.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Organizing stock, moving equipment or consumables in and out of the main lab from outside storage	10%
Assisting a busy group of 20 students (typical lab size in HVT and Plumbing)	90%

How would you describe the frequency of the physical demands of this position?

Recurring (most of the day)

How would you describe the nature of the physical demands of this position?

Heavy

How would you describe the physical strain on this position?

Uncomfortable/awkward positions for short periods; some flexibility of movement.

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Listening to both students, staff and equipment to be alerted that someone needs assistance.
Description
High degree of concentration is always required to ensure student and staff safety. Noticing the difference in the pitch or frequency of the oscillation of a piece of equipment can alert the incumbent that something could be wrong in the lab with a student and/or a piece of equipment.

Example #2

Task / Activity
Working in labs, spatial awareness of students working on a variety of equipment and in the lab.
Description
This requires high degree of concentration of all senses, visual, auditory and tactile. Being constantly alert of surroundings. Never let your guard down. Communication in labs is key, both listening and speaking.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?
Frequent (>60%)

How would you describe the requirement for sensory demand in this position?
Considerable

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Listening to both students, staff and equipment to be alerted that someone needs assistance.	60%
Working in HVT and Plumbing labs, spatial awareness of students working on a variety of equipment and in the lab.	40%

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Student lacks confidence to utilize a piece of equipment while other students need support
Description
Providing support and guidance and demonstrating an activity repeatedly, so the student then feels confident to complete the task by themselves. This happened frequently, at the same time there could be up to 20 students needing the incumbent's attention at the same time.

Example #2

Task / Activity
Preparing material for students for an upcoming experiential learning event such as dual credit
Description
Working in the lab preparation for an event with students. Constant interruptions from other students and staff requiring assistance.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?
Deadlines may periodically change.

How would you describe the existence of critical deadlines in this role?
Occasional critical deadlines.

How would you describe the level of interruptions this position faces?
Interruptions occur regularly but tend to be predictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Student lacks confidence to utilize a piece of equipment while other students need support	75%	TP (Tends to be Predictable)
Preparing material for students for an upcoming experiential learning event such as dual credit	25%	TP (Tends to be Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Faculty request a specific setup for a lab
Description
Incumbent works in a self-directed manner and has significant autonomy to work directly with all necessary stakeholders to achieve successful task completion and work assignment outcomes.

Example #2

Task / Activity
Repairing a piece of equipment
Description
The incumbent has independent decisions and actions to determine the best path forward to a solution of repairing the equipment in determining if it will be themselves, the other full-time tech, outsourcing the work by arranging this with the full-time technologist.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Works within general procedures and past practices.

What degree of supervision is typically provided to the incumbent?

Considerable freedom to act independently; supervisory input provided upon request.

How is the work typically checked and verified?

Output is reviewed only upon request.

How frequently is the work checked?

Most processes are reviewed monthly.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Coordinator and Faculty	To discuss a concern with a student, their actions or behaviour.	Weekly
Senior Operations Manager	To discuss a concern with the equipment and/or lab.	Weekly
Dean and/or Academic Chair	To discuss a concern with a faculty team member or a coordinator.	Monthly
Students	Reinforce the learning outcomes, explain their tasks, how to use tools and equipment, how to do a specific technique.	Daily
Manufacturers/Suppliers	To attain owners manuals, to consult on a repair process.	Monthly
Health and Safety Supervisor /Security Personnel	Urgently ask for help due to a medical incident and/or accident in the lab. Get security onsite ASAP to respond to medical concern, if critical call 911 directly then security immediately afterwards (ensuring the injured person is cared for).	Infrequently

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing guidance/technical advice of a specialized nature; seeks to secure cooperation of others.

What type of involvement does this position have with confidential information?

Regular involvement with moderate disclosure implications.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Determining competency of students if they are ready to be introduced to a new piece of equipment
Description
Students develop their abilities and progress in their learning and experience at different rates, new equipment is introduced at different times. The incumbent will assess if a student is ready to be introduced to a new piece of equipment for themselves to try.

Example #2

Task / Activity
Maintaining equipment in safe and peak working order
Description
Along with the full-time technologist ensure the maintenance of the equipment is in safe and peak working order. Incumbent will decide if it is necessary to take piece of equipment out of service if maintenance is necessary or overdue.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?

Results in some workflow disruption, duplication and/or wasted resources.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Yes	40%
Outdoor work; seasonal conditions Yes	60%
Other (please specify)	
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Moderately disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Recurring

If this position is required to engage in business related travel, what is the frequency of the travel?

Infrequent (less than 10% of their time in transit)

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

[Click here to enter text.](#)