

# Equipment Operations – Subsidiary 2

## APS Benchmark Listings

Sub.No.	Bench- mark	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
<b>Equipment Operations 3 (Point Range 169 - 191)</b>												
012	<a href="#">123EO01</a>	Human Services	Supervisor, Transp.	C	I	2	115	22	25	R1	29	169
<b>Equipment Operations 2 (Point Range 135 - 160)</b>												
012	<a href="#">122EO01</a>	Human Services	Equipment Operator	C	I	1	100	19	19	R1	22	141
<b>Equipment Operations 1 (Point Range 85 - 134)</b>												
012	<a href="#">121EO01</a>	Service Alberta	Courier Service Driver	C	T	1	76	16	12	R1	14	102

Last Review / Update: 2015-04-13

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# Subsidiary 12

## Benchmark Evaluation - 123EO01

### Identification Section

<b>Working Title:</b>	Supervisor, Transportation
<b>Department:</b>	Human Services
<b>Division, Branch/Unit:</b>	Michener Services - PDD
<b>Reports To:</b>	Director, Program Support Services
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	123EO01
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Equipment Operations
<b>Job Code:</b>	123EO - Equipment Operations 3

### Comments on Role

This position is responsible for the overall daily operation of a fleet of 65 vehicles, which are used for transporting clients and staff of Michener Services. The position supervises 8-12 Equipment Operators, 1 Mechanic and 1 Administrative Support position.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CI2 115	22% 25	R1 29	169

### Comments on Evaluation

- **Knowledge:**

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Position has an understanding of managing and organizing a large fleet of vehicles of various types and provides full supervision to a large group of staff. The position must understand the importance of the Transportation Unit to the functioning of Michener Services. As the Supervisor, the position is responsible to influence the behaviour of staff.

▪ **Creativity/Problem Solving:**

The position relies on guidelines and precedents to ensure the transportation of clients and staff. Also required to exercise some judgement in the supervision and scheduling of Equipment Operators. Access to assistance is readily available and the position refers non-routine situations to the supervisor.

▪ **Responsibility:**

Position is responsible for the overall operation of the Transportation Unit.

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**Last Reviewed:** May 23, 2003

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# Subsidiary 12 Benchmark Job Description - 123EO01

## Identification Section

<b>Working Title:</b>	Supervisor, Transportation
<b>Department:</b>	Human Services
<b>Division, Branch/Unit:</b>	Michener Services - PDD
<b>Reports To:</b>	Director, Program Support Services
<b>Levels to D.M.:</b>	5

## Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

Responsible for the overall daily operation of the Transportation Area and routinely operates various types of vehicles within the fleet.

## Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

1. **Completes, maintains and supervises master schedule for Dispatch/Operation of approximately 65 vehicles within the guidelines set out in government directives to provide safe, timely and comfortable transportation for clients and staff of Michener Centre.**

Assigns daily trips to on-site or off-site locations to 8-12 Equipment Operators.

Maintains a complete set of records for each vehicle including mileage, fuel consumption, maintenance and repair costs.

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Works with mechanic to ensure all vehicles are mechanically safe for operation, in accordance with Motor Vehicle Standards.

**2. Provides supervision to 8-12 full and part-time Equipment Operators to ensure the needs of the client group of the Transportation Area are met.**

Provides direction to staff as needed.

Assigns work on a daily basis.

Appraises employees' performance and provides feedback.

Identifies and takes corrective action on performance concerns.

Relief Driver, if needed.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Position is responsible for the overall operation of the Transportation Area. Is responsible for the dispatch and operation of 65 vehicles ranging from small cars to large (24-54) passenger or wheelchair accessible buses. Position operates with general instruction and refers only non-routine situations to supervisor. Knowledge of all vehicles in service is necessary to provide accurate orientation.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Contact with clients is minimal; however, position maintains close relationship with other area managers and has the supervisory responsibility of 8-12 staff.

## Knowledge, Skills and Abilities

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

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- Position must have experience in organizing/managing a large fleet with various sizes of vehicles and must possess a valid Alberta Class 2 Operators License. Air Certificate and Lift Operation Certificate.
- Must have excellent communication skills and completion of Grade 12.

## Organization

### **(Working titles of positions reporting directly to this position.)**

This position supervises 6 Equipment Operators II's, an Auto Mechanic I, an Administrative Support 3 and part-time employees.

# Organizational Chart

<b>BENCHMARK'S 2<sup>ND</sup> LEVEL OF SUPERVISION</b>	
Working Title:	Director, Finance and Administration Manager
Classification:	



<b>BENCHMARK'S SUPERVISOR (1<sup>ST</sup> LEVEL OF SUPERVISION)</b>	
Working Title:	Director, Program Support Welfare Program Supervisor
Classification:	(under review)



<b>PEER POSITION</b>	
Working Title:	
Classification:	



<b>BENCHMARK POSITION</b>	
Working Title:	Supervisor, Transportation Equipment Operations 3
Classification:	



<b>SUBORDINATE POSITION(S)</b>	
Working Title:	6 Equipment Operator's, 1 Mechanic and 1 Administrative Support
Classification:	6 Equipment Operations 2, 1 Mechanic 1, 1 Administrative Support 3

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## Subsidiary 12 Benchmark Evaluation - 122EO01

### Identification Section

<b>Working Title:</b>	Equipment Operator
<b>Department:</b>	Human Services
<b>Division, Branch/Unit:</b>	Michener Services - PDD
<b>Reports To:</b>	Supervisor, Transportation
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	122EO01
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Equipment Operations
<b>Job Code:</b>	122EO - Equipment Operations 2

### Comments on Role

Position is responsible for the operation of passenger vehicles used for the transportation of clients, staff, materials and equipment for the operation of Michener Services.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CI1 100	19% 19	R1 22	141

### Comments on Evaluation

**Knowledge:**

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Position must have knowledge in the operation of vans, cars, trucks, large buses, wheelchair lift, and two-way radios. The position is an individual contributor required to understand the nature and specialized needs of the Michener Centre clients they transport, which takes the job beyond a task focus. Requires basic communication skills to exchange information.

**Creativity/Problem Solving:**

Position operates within standard operating procedures. Assistance is readily available if needed.

**Responsibility:**

Position is service delivery.

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**Last Reviewed:** May 23, 2003

Last Review / Update: 2015-04-13

# Subsidiary 12 Benchmark Job Description - 122EO01

## Identification Section

<b>Working Title:</b>	Equipment Operator
<b>Department:</b>	Human Services
<b>Division, Branch/Unit:</b>	Michener Services - PDD
<b>Reports To:</b>	Supervisor, Transportation
<b>Levels to D.M.:</b>	6

## Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

Responsible for the operation of passenger vehicles used for the transportation of clients, staff, materials and equipment required for the operation of Michener Services - PDD.

## Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

- Under the guidance of operating procedures and the Alberta Highway Traffic Act, provides transportation services to clients and staff ensuring a safe and timely arrival at their destinations.**

Operates 24-54 passenger buses to carry clients and staff to various functions.

Operate, as required, scheduled "Jitney Bus" (15-35 passengers) around Michener Services site (scheduled, wheelchair and seats).

Operate wheelchair bus, vans, mini-wagons.

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**2. Transports, in a timely manner, materials, supplies and equipment required in the ongoing operation and maintenance of Michener Services.**

Operates appropriate type of transport vehicle to carry necessary materials and supplies.

Provides courier service for the delivery of mail, drugs and medical supplies (blood and pharmaceuticals).

**3. Maintains vehicles on a regular basis to provide safe and comfortable transportation for clients and staff.**

Check oil levels on a daily basis.

Check antifreeze levels and tires on a regular basis.

Wash vehicles as necessary.

Records maintenance in vehicle log book.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Position provides transportation services to staff and clients within Michener Centre, which is a home for adults with developmental disabilities. Duties are performed in accordance with standard operating procedures and there is little discretion exercised. Position may determine there are too many people for one vehicle and request a back-up vehicle or request the attendance of home staff due to client behaviour. As the driver, may be alone with a large number of clients, skills in mediation may be required (Jitney bus).

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Contact with staff and clients is primarily for the purpose of providing basic information in a courteous manner.

## Knowledge, Skills and Abilities

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**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

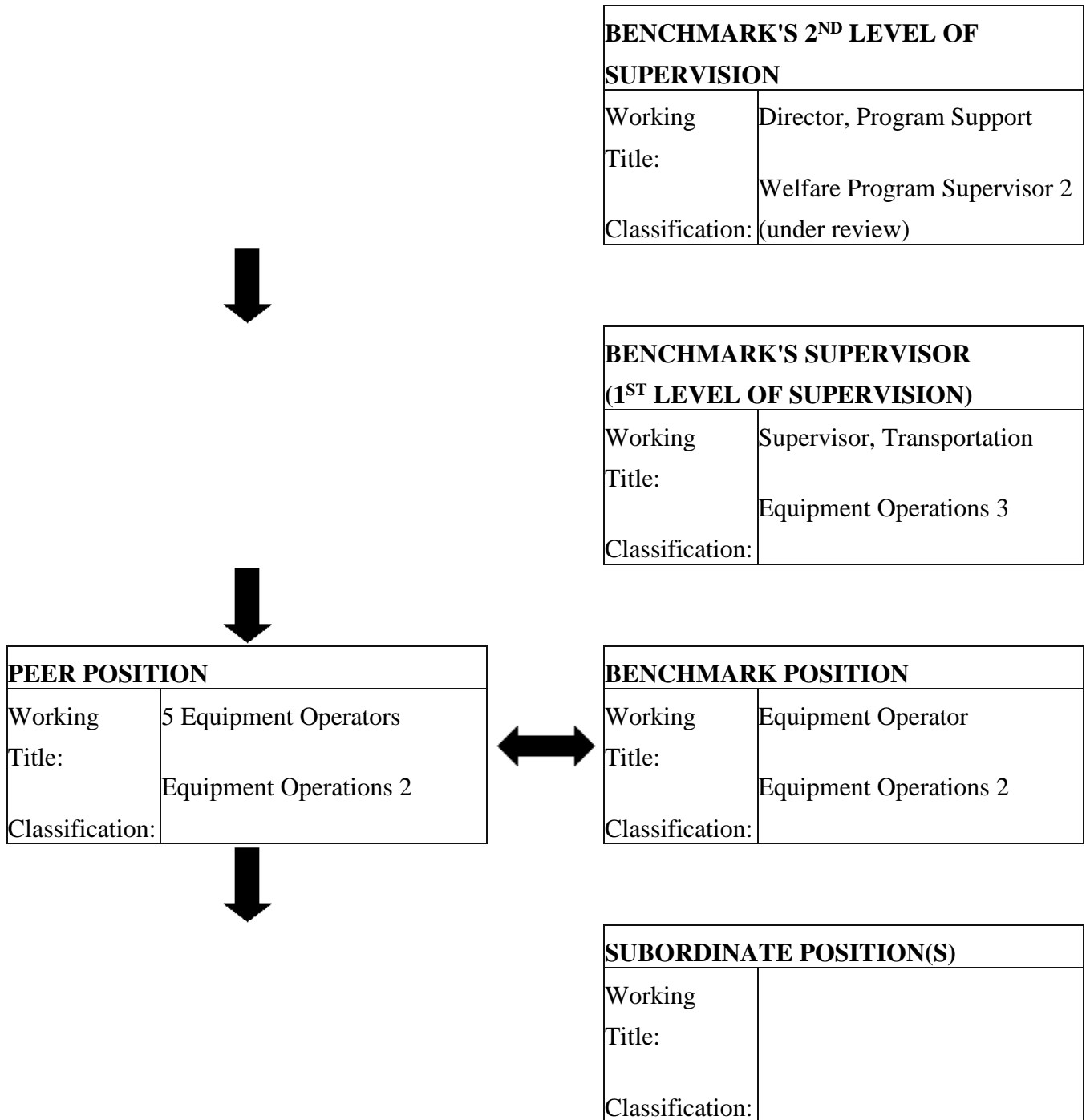
- Position must have knowledge in the operation of vans, cars, trucks, large buses, wheelchair lifts and 2-way radios. Must have minimum Class 2 valid operators license Air Certificate, Lift Certificate, good interpersonal skills and a minimum Grade 10 education. One week orientation in Transportation is given by the supervisor and qualified driver.

## Organization

**(Working titles of positions reporting directly to this position.)**

This position has no supervisory responsibilities.

# Organizational Chart



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# Subsidiary 12

## Benchmark Evaluation - 121EO01

### Identification Section

<b>Working Title:</b>	Courier Service Driver
<b>Department:</b>	Service Alberta
<b>Division, Branch/Unit:</b>	ACSC, Administrative Services
<b>Reports To:</b>	Driver Supervisor
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	121EO01
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Equipment Operations
<b>Job Code:</b>	121EO - Equipment Operations 1

### Comments on Role

Position operates a courier service within Edmonton as well as performs mailroom duties. Operates a vehicle requiring a standard Class 5 driver's license and standard mailroom equipment such as metering machines and scales.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CT1 76	16% 12	R1 14	102

### Comments on Evaluation

- **Knowledge:**

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Requires an understanding of the regulations and forms used for mail and courier duties. Requires understanding of traffic safety rules and safe driving techniques. Duties are focused on the task at hand. Requires courteous interaction to exchange information.

- **Creativity/Problem Solving:**

Follows straight-forward procedures to sort and deliver mail. Will make suggestions to improve operational efficiency for processing mail.

- **Responsibility:**

Position delivers mail to government departments.

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## Subsidiary 12 Benchmark Job Description - 121EO01

### Identification Section

<b>Working Title:</b>	Courier Service Driver
<b>Department:</b>	Service Alberta
<b>Division, Branch/Unit:</b>	ACSC, Administrative Services
<b>Reports To:</b>	Driver Supervisor
<b>Levels to D.M.:</b>	5

### Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

Under the direction of the Driver Supervisor, the incumbent is responsible for the safe operation of a Courier Service vehicle to pick up and deliver interdepartmental material and Canada Post mail for Ministries within Edmonton. The incumbent is also required to perform routine mailroom duties that include sorting interdepartmental material and sorting, classifying, and metering mail.

### Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

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The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small square icon containing a stylized 'A'.

1. Operates a Courier Service vehicle in a safe and reasonable manner to deliver and pick up interdepartmental material and Canada Post mail on behalf of Alberta Government ministries in Edmonton.
2. Performs and arranges through the supervisor for routine maintenance of the Courier Service vehicle. Also maintains a log book to ensure that the maintenance has been completed.
3. Acts as a representative of the Courier Service in matters relating to proper addressing and packaging of material transported by The Courier Service.
4. Loads and unloads interdepartmental material and mail into appropriate containers or wagons.
5. Performs mailroom duties which includes:  
 sorting interdepartmental material,  
 sorting and metering Canada Post mail,  
 performs related mailroom duties as required.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Provides a courier and mail service for several government buildings. Independently performs duties within established guidelines and procedures.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Contacts are for the purpose of exchanging basic information such as courier requests, schedules, etc.

## Knowledge, Skills and Abilities

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

Ability to operate a cube or cargo van and a valid class 5 Alberta driver's license.

The position requires mobility and manual work and heavy lifting is involved, as well as, manual dexterity.

Some experience in a customer service environment and good communication skills are required as there is much contact with ministries and the use of communication devices.

Previous mailroom experience is desirable.

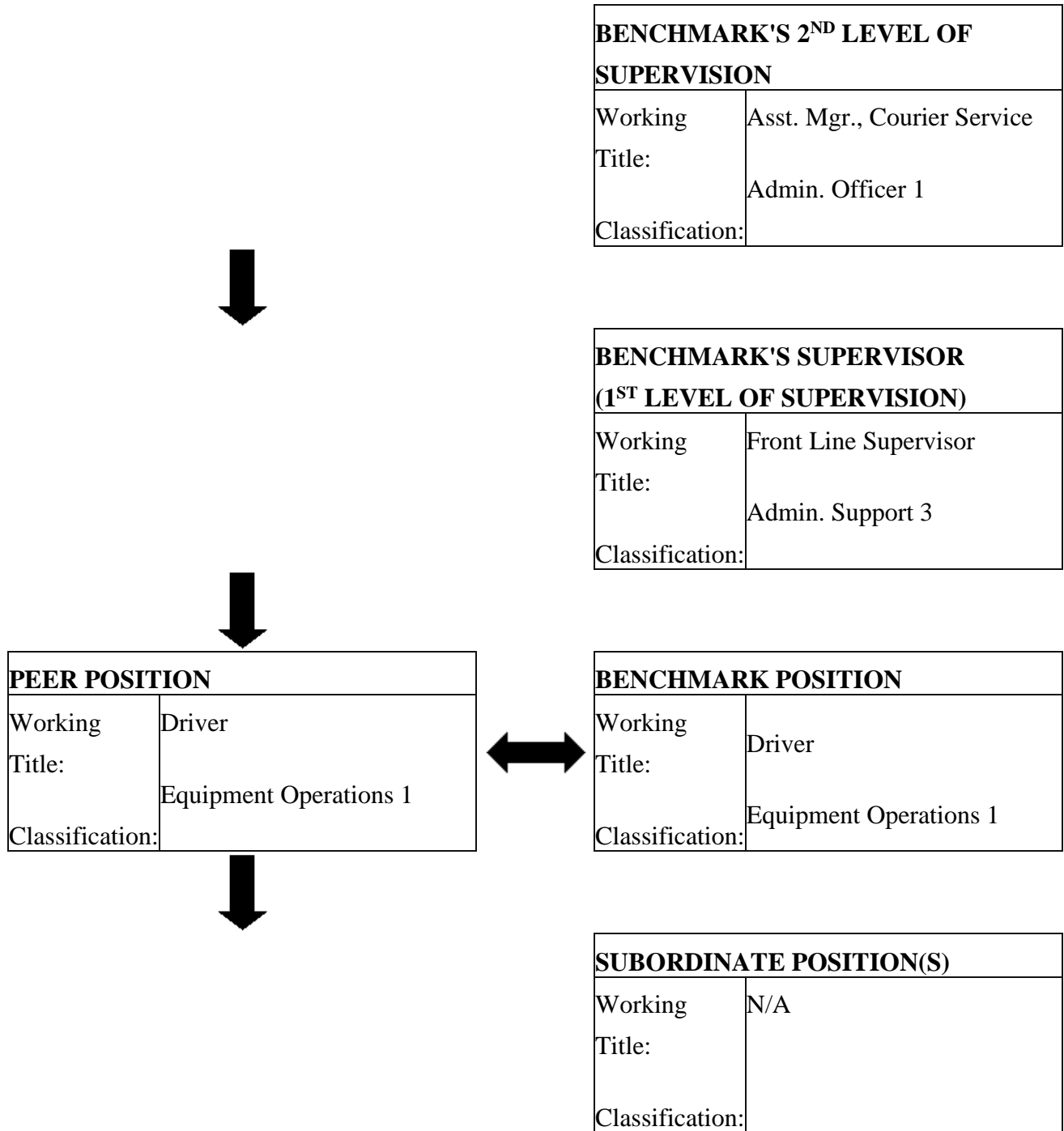
High school education.

## Organization

**(Working titles of positions reporting directly to this position.)**

This position has no supervisory responsibilities.

# Organizational Chart



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