	<h2>Municipality of Crowsnest Pass Policy</h2>
Policy No.: Policy Title: Department: Council Approval: Reviewed: Revised: Supersedes Policy/Bylaw:	1804-01 Equipment Operator Training Policy Human Resources M# 6050-11 Date: May 3, 2011

POLICY STATEMENT

The Municipality of Crowsnest Pass will ensure that personnel receive adequate training and opportunities for advancement through a comprehensive Equipment Operator training program for employees in that classification within the Department of Operational Services while ensuring the utmost safety of staff and citizens and protection of municipal assets.

1. REASON FOR POLICY

1.1 To provide a formal structure for determining equipment classifications, requirements for training as it relates to operation of specific equipment, and processes by which personnel will receive equipment training.

1.1.1 To honour a Letter of Understanding for the formalization of an equipment operator training program ratified in December of 2009

2. DEFINITIONS

2.1 Equipment Operator:

Includes operators of equipment relating to the maintenance of road systems, water distribution systems, waste water and storm water collection systems. Equipment operation within Public Works/Operational Services is classified into three distinct classifications with specific equipment operating skills and job knowledge requirements.

2.2 Equipment Operator Classifications:

These classifications include that of Equipment Operator I, Equipment Operator II and Equipment Operator III at the Municipality of Crowsnest Pass

- 2.2.1 Equipment Operator I-** This Operator classification is a Level 1 entry level operator position where general labour functions are combined with operation of light duty fleet vehicles, mechanized tools and equipment, as well as minimal operation of smaller self propelled equipment.
- 2.2.2 Equipment Operator II-** This Operator classification includes some labour functions, operation of smaller mechanized equipment and light duty fleet vehicles as well as specific heavy duty equipment.
- 2.2.3 Equipment Operator III-** This Operator classification includes some labour functions, operation of smaller mechanized equipment and light duty fleet vehicles as well as all heavy duty equipment owned and operated by the Municipality. “This position will also include training of other employees in equipment operation”.
- 2.3 Equipment** – Equipment appropriate to each Operator Classification is listed in Appendix B of the Procedure.

3. RESPONSIBILITIES

3.1 Municipal Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

3.2 Chief Administrative Officer to:

- 3.2.1 Implement this policy and approve procedures.
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Director of Legislative Services to:

- 3.3.1 Ensure implementation of this policy and procedure.
- 3.3.2 Ensure that this policy and procedure is reviewed every three years.
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

3.4 Supervisor to:

3.4.1 Understand, and adhere to this policy and procedure.

3.4.2 Ensure employees are aware of this policy and procedure.

3.5 All Employees to:

3.5.1 Understand and adhere to this policy and procedure.


4. ATTACHMENT – Equipment Operator Training Policy Procedure

4.1 Appendix A – 2010 Job Descriptions for an Equipment Operator I, Equipment Operator II and Equipment Operator III

4.2 – Appendix B – List of Equipment and Training Hours in support of the requirements of the policy procedure

4.3 – Appendix C – 2009 Letter of Understanding

5. END OF POLICY

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1. EQUIPMENT OPERATOR TRAINING POLICY

- 1.1 The Municipality is committed to ensuring that its Equipment Operators within the Department of Operational Services are provided with clear certification and training requirements for the safe operation of Municipal equipment. These requirements will establish training plans for each level of Equipment Operator within the current classification system as per the Collective Agreement and will clarify the competency expectations for such equipment operation and for the movement between a level I and level II Equipment Operator Classification.
- 1.2 It will also establish the equipment certification requirements for level III Equipment Operators who have equipment training responsibilities for level I and level II Equipment Operators.

2. EQUIPMENT OPERATOR TRAINING PROCESS

- 2.1 The Department of Operational Services will maintain and coordinate the equipment training program in consultation with the Equipment Operator IIIs through an annual or bi-annual equipment evaluation process, depending on available time, annual budget and progression through the training program. This evaluation process will be undertaken by an external third party certifying organization. The program will include:
- 2.1.1** An initial review of equipment competencies based on any previous evaluation undertaken by the Municipality for those equipment operators currently working in Public Works prior to the implementation of the formalized certification training program. This will establish a baseline for the development of training plans for each equipment operator.

The review will consider such matters as skills, abilities, seniority, and attitude. All documentation relating to current equipment competencies will be maintained by both the department of Operational Services and in the employee's personnel file in the department of Human Resources.

2.1.2 New equipment operators to the department will demonstrate and be qualified on equipment operation competencies through the established training plan process, to include skills, abilities seniority and attitude.

2.1.3 Equipment Operator III's will provide the equipment training as outlined in the training plans and will participate in a Train the Trainer certification program to prepare them for in-class, in-seat and the hours verification process for qualifying operators on equipment in Operator II and Operator III classifications. This certification program will be provided by a 3rd party organization qualified by the Municipality through a tendering process.

2.2 Formal training will be provided only for equipment listed in Appendix "C". Such Training will include:

2.2.1 A classroom component conducted by qualified Equipment Operator III's who have undertaken a 3rd Party Train the Trainer certification program, including, but not but not limited to: an overview of the equipment, safety issues associated with the equipment, any specialized operational requirements, multi-media based demonstrations (such as videos); hands on demonstrations by the Trainer. This curriculum will be designed with the assistance of the third party certifying partner.

2.2.2 Qualifying hours on the equipment to obtain Equipment Operator II and Equipment Operator III classification status.

While in the training process, Equipment Operators will be evaluated based on current equipment competencies in the following training statuses for each piece of equipment:

2.2.2.1 Operator in Training – working towards 40% of qualifying hours

2.2.2.2 Competent Operator – established 40% of qualifying hours and working towards an additional 30% of qualifying hours

2.2.2.3 Professional Operator – established 70% of qualifying hours and working towards the remaining 30% of qualifying hours in preparation for certification

2.2.3 Compensation for certified Equipment Operator III's while training Equipment Operator I's and II's as per the established process will be at the currently negotiated hourly training rate as determined through bargaining.

2.2.4 Equipment Operator III's will be responsible for all in-class and in-seat training components and to sign off on the training hours for each employee being trained. These hours will be then be tracked by the Department of Operational Services to establish qualifying hours for each piece of equipment within each Equipment Operator Classification at the following levels (Appendix C).

On completion of the **Professional Operator** level for each piece of equipment in that classification (Operator I, Operator II, Operator III), and signed off by the Equipment Operator III trainer for that employee, and prior to certification opportunities if not available at that time, employees can charge the operating Level II or Level III wage rate while operating those piece(s) of equipment.

Once an employee is **certified** on **all** pieces of equipment within the classification as a Professional Operator, by the outside certifying organization, the employee will move into that classification, excluding Equipment Operator III which is a specialized Training position.

Should an employee fail to certify, the Director of Operational Services will undertake an evaluation of the training plan for that employee and may require the employee to be moved back to the previous level for re-training opportunities.

3.2 All Equipment Operators within the training program must be in possession of a valid driver's license including applicable endorsements, and have full time employee status.

3.3 Training will be carried out during regular work hours by an Equipment Operator III (trainer). Time and place of training will be at the discretion of the Director of Operational Services or designate. Training time allocations will be based on individual training plans, and equipment and Equipment Operator III (Trainer) availability and as work functions allow.

3.4 During the periods of training the trainee shall receive his/her regular rate of pay until they have been signed off at the Professional Operating level by the Equipment Operator III.

3.5 Trainees must complete the prescribed minimum number of classroom and in-seat training hours assigned to each piece of equipment (see Appendix C), and as outlined in the training plan.

3.6 Actual training hours are to be formally documented and signed off by assigned trainers and trainees in areas provided on bi-weekly pay sheets along with milestone achievements of

Operator in Training, Competent Operator and Professional Operator. These include classroom instruction, and in-seat hours established in the training plan.

- 3.7 Certification testing of trainees will take place by outsourcing to a qualified contracted service and will take place annually or bi-annually in the spring and fall of each year (as budgets permit) once the minimum number of training hours have been reached on equipment.
- 3.8 Should the trainee fail the test, then he/she may re-apply for additional training session(s) with the in-house equipment trainers. After three unsuccessful testing attempts with the certifying contractor, the Director of Operational Services will evaluate if any further training opportunity for that piece of equipment will be offered by the Municipality.
- 3.9 Upon passing the test, acknowledgement of certification for the specified equipment will be placed in the employees file and the achievement will be taken into consideration for promotion into a higher operator classification, once all equipment requirements are fulfilled.

4. Appeal Process

- 4.1 Employees may appeal training decisions to the Appeal Committee consisting of an external consultant (currently Casey Hellowell) and the CUPE National Representative (currently Colleen Quintal).

Appendix “A”

Job Descriptions

Appendix “B”

Equipment Levels by Operator Classification

Level 1 (Operator 1)

- Portable power tools
- Air Compressor and assigned tools
- Paint sprayer (road markings)
- Trash pumps
- Compaction equipment (walk behind)
- Pavement Cutter/ Cut off saw
- Minor equipment maintenance
- Water distribution systems, waste water/storm collection systems
- Safety and specialized equipment including
 - Gas detector
 - Confined space entry
 - Metal detectors
 - Leak detector

Light Trucks up to 3 ton (not including operation of sand spreader and snow plow attachments)

Level 2 (Operator II)

- All equipment included in Level 1
- Steamer
- Generator
- Trencher
- Industrial Tractor (incl. attachments)
- Water Tanker
- Skid Steer Loader
- 3 Ton truck (incl. operation of sand spreader and plow blade)
- Tandem Axle Truck
- Level 1 Backhoe (rubber tire) where underground/overhead utilities not present
- Sewer Vactor Truck
- Loader
- Street Sweeper
- Hydrant Service/Repair maintenance
- GIS System for Pipeline layouts

Level 3 (Operator III)

- Train the Trainer Certification is required
- All equipment included in Level 1 & 2
- Motor Grader
- Tractor Trailer or Towed Heavy Equipment Trailer
- Level 2 Backhoe (rubber tire)
- Track Hoe Excavator

Appendix “C”

Training Hours Requirement

3 Ton Truck		24 hours
	Operator in Training	10
	Competent Operator	8
	Professional Operator	6
3 Ton Truck operation of sand spreader and plow blade		80 hours
	Operator in Training	30
	Competent Operator	25
	Professional Operator	25
Tandem Axle Trucks	(air endorsement required)	40 hours
	Operator in Training	16
	Competent Operator	12
	Professional Operator	12
Sewer Vactor		60 hours
	Operator in Training	24
	Competent Operator	18
	Professional Operator	18
Skid Steer Loader		32 hours (an addition of 4 hours with each attachment)
	Operator in Training	16
	Competent Operator	8
	Professional Operator	8
Backhoe		100 hours
	Operator in Training	40
	Competent Operator	30
	Professional Operator	30

Loader		80 hours (an additional 80 hours on snow)
	Operator in Training	32 32 on snow
	Competent Operator	24 24 on snow
	Professional Operator	24 24 on snow
Motor Grader		100 hours
	Operator in Training	30
	Competent Operator	30
	Professional Operator	30
Tractor Trailer (air endorsement required) Or Towed Heavy Equipment Trailer		80 hours
	Operator in Training	32
	Competent Operator	24
	Professional Operator	24
Track Hoe Excavator		60 hours
	Operator in Training	24
	Competent Operator	18
	Professional Operator	18
Street Sweeper		80 hours
	Operator in Training	32
	Competent Operator	24
	Professional Operator	24
Steamer		40 hours
	Operator in Training	16
	Competent Operator	12
	Professional Operator	12
Industrial Tractor Mower		24 hours
	Operator in Training	10
	Competent Operator	8
	Professional Operator	8

5. End of Procedure

Approval

Kevin Robins, C.A.O.

Date