Basic job skills:

Heavy equipment operator

**Tasks for the heavy equipment operator:**

* perform daily checks
* use personal protective equipment
* undertake simple maintenance of equipment and machinery
* ensure appropriate load handling
* calculate mass and weight
* use heavy lifting equipment with lashing straps
* be familiar with basic laws and regulations
* comply with procedures for health, safety and the environment (HSE)
* communicate with colleagues, customers, clients and the employer
* deal with enquiries and complaints

**Reading**

**On a daily basis the heavy equipment operator will:**

* read manuals
* read actuators and instruments
* consult work drawings
* read work descriptions and instructions
* read labelling
* read brief notes
* read lists of various tasks
* read signs and information posters regarding safety

**Regularly the heavy equipment operator will:**

* read equipment manuals
* read non-conformity reports
* read reports from the worksite
* read shift plans and holiday lists
* read checklists
* read guidelines for the disposal of hazardous waste
* read minutes of meetings
* read HSE information
* read internal procedures and instructions
* read training material in connection with courses and other training
* read messages and emails

**Occasionally the heavy equipment operator will:**

* read excerpts from laws and regulations
* read information and forms relating to their own employment relationship
* read technical journals
* stay up to date on HSE rules
* read and check underlying invoice documentation
* consult technical manuals
* read updated information and rules relating to certification requirements
* read and stay up to date on contracts and agreements

**Writing**

**On a daily basis the heavy equipment operator will:**

* write brief notes and messages
* sign for, sign and verify forms
* document completed tasks
* keep a travel log

**Regularly the heavy equipment operator will:**

* write notes or to-do lists for themselves and others
* report non-conformities
* suggest changes to work plans
* make a note of incidents
* provide written information to the supervisor and colleagues
* write down the equipment needed for particular tasks
* write messages and emails

**Occasionally the heavy equipment operator will:**

* write down new procedures
* take notes from courses and training programmes
* respond to written questions
* confirm the completion of work in writing
* write work orders and obtain the client’s signature
* write brief reports, change notifications and non-conformity reports
* fill in forms and applications relating to their own employment relationship

**Oral skills**

**On a daily basis the heavy equipment operator will:**

* greet customers and users in a friendly manner
* receive instructions and discuss the work with superiors
* answer questions from users and customers
* communicate with colleagues
* talk to others to coordinate the work
* give oral reports on work progress, for example to the foreman and employer
* make agreements with customers regarding progress and describe the work
* discuss the choice of solutions with clients and customers

**Regularly the heavy equipment operator will:**

* talk to suppliers
* propose changes
* receive training and instructions
* attend meetings
* discuss work drawings and plans with others
* take part in lunch and break conversations

**Occasionally the heavy equipment operator will:**

* participate in formal training and certification
* report acute incidents or accidents
* discuss problems with the supervisor or colleagues
* propose changes
* participate in training
* ask if anything is unclear
* inform new and temporary staff about work procedures
* participate in discussions with different agencies or customers to handle work-related issues
* conduct performance reviews with the supervisor

**Numeracy**

**On a daily basis the heavy equipment operator will:**

* calculate the centre of gravity
* read maintenance tables
* use excavation diagrams
* use tables for breakout force
* read tables for load handling
* read tables for inclination angles and stability
* read and use work drawings
* calculate the time needed to perform a job
* calculate the consumption of material and equipment

**Regularly the heavy equipment operator will:**

* check their own payslip
* fill in timesheets
* perform calculations relating to vehicle recovery, towing and transport
* calculate and estimate mass
* calculate vehicle weight
* check bills and invoices

**Occasionally the heavy equipment operator will:**

* check stocks
* assess staff requirements on the basis of a progress schedule and the workload
* calculate quantities and sizes
* assess the height and length of the vehicle to pass safely under bridges

**Digital skills**

**On a daily basis the heavy equipment operator will:**

* keep track of their own activities
* communicate with the employer
* make appointments with customers
* write electronic non-conformity reports
* send and receive messages and emails

**Regularly the heavy equipment operator will:**

* fill in information about work carried out
* send emails with attachments
* keep electronic timesheets
* find product information and safety data sheets online
* send messages or emails to the employer and customers
* document work performed
* use various computer programs

**Occasionally the heavy equipment operator will:**

* search for product information, laws and regulations
* enter and store contract information electronically
* find HSE regulations online
* use suitable computer programs, for example to calculate mass
* check the internet for new or amended standards
* check the internet for new environmental requirements
* use digital learning resources
* use a smartphone and tablet with different apps relating to tasks
* take photos to document incidents or accidents
* compare prices from different suppliers online
* submit and respond to calls for tenders online
* store service agreements with suppliers electronically
* use social medial to keep up to date and advertise their own business
* update electronic travel logs
* use standard office software
* use various digital arenas for collaboration and communication
* use various training resources