

EQUIPMENT MAINTENANCE AND OPERATIONS POLICY

Subject: Equipment Maintenance and Operation Ref: Public Works Code: 31

Date Approved: November 26, 2024 Motion No. 448/26/11/24 Replaces: 005/10/01/12

The County of Northern Lights, through its Public Works Department, is committed to developing and maintaining safe and efficient infrastructure within the limits of available resources. This effort aims to support the growth, prosperity, and well-being of the County, its residents and visitors.

The County proposes to do this by:

- (a) Protecting and maximizing the operational lifespan of its equipment investments; and
- (b) Preserving the functionality, safety, and value of its assets; and
- (c) Fostering a positive public image through reliable services.

Signed: _____

Chief Elected Official

Signed: _____

Chief Administrative Officer

PROCEDURE:

1. Equipment Cleanliness

- a) Operators are responsible for keeping both the exterior and interior of their equipment or vehicle clean. Regular cleaning ensures proper operation, improves safety and maintains a professional appearance.
- b) Smoking is prohibited in all equipment/vehicles owned by the County.

2. Proper Operation and Maintenance

- a) Operators must operate equipment/vehicles in accordance with training and manufacture guidelines to prevent unnecessary wear or tear.
- b) Pre-trips are required for ALL equipment/vehicles owned by the County.
- c) Routine and preventative maintenance checks shall be performed according to factory recommended schedules to ensure optimal performance and avoid voiding warranties
- d) Employees are encouraged to perform as much in-house maintenance as possible, provided it does not compromise the manufacturer's warranty. Supervisors must ensure that staff completing maintenance have the appropriate tools, training and PPE.
- e) Supervisors are responsible for evaluating repair needs and scheduling contracted repairs when necessary.

3. Reporting Equipment/Vehicle Issues

- a) Any issues must be documented and reported promptly to the supervisor using the appropriate equipment/vehicle inspection form.
- b) Completed inspections will be retained in maintenance records for accountability and reference. All reported issues must be addressed and resolved in a timely manner.