



## Job Description

**Job Title:** Equipment Operator

**Department:** Public Works

**Education Required:**

One year of experience in the operation of automotive and heavy equipment. The ability to pass written and/or operating tests in a demonstration.

**Type of**

**Position:**

- Full-time
- Part-time
- Intern

**Hours:** 40 hours/week

Over-time may be required on occasion  
 Exempt  
 Nonexempt

**General Description:**

Under direction of management staff, performs work of routine difficulty operating trucks and other gasoline or diesel powered equipment including mechanical attachments; and performs related work as required.

**Essential Functions of the job:**

- Operates a variety of equipment such as front end loaders, backhoe, vector sewer truck, Skid Steer, dump trucks (CDL B License), generators, trailers, excavator, sewer camera equipment, street sweepers, snorkels, chain saws and compressors.
- May be called to perform maintenance work on equipment.
- Hauls salt, asphalt, stone and tree trimmings.
- Delivers debris to landfills.
- Participates in manual tasks -- moves earth by hand shovel, spreads material, excavates trenches, forms and grades, grades alleys, may repair catch basins, water mains and service lines, storm and sanitary sewers, hydrants, B-Boxes.
- Performs snow removal and ice control.
- Other duties as necessary.

**Safety and Risk Management Responsibilities:**

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate. Provide public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety

Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

**Knowledge and Skills:**

Comprehensive skill, experience and knowledge in light and heavy equipment operation; routine vehicle maintenance; traffic laws and regulations involved in equipment operations; the occupational hazards and safety precautions; the operation of trucks and other automotive equipment; operation of motor vehicles in a safe manner.

**Supervisory Responsibilities:** This position does not require supervisory responsibilities.

**Competencies:**

**Interpersonal Skills** - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

**Ethics** - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

**Communication** - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

**Adaptability** – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

**Technical Skills** - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

**Project Management** - Communicates changes and progress; Completes projects on time and budget.

**Computer Skills:** Working knowledge of Microsoft Office Products.

**Other Qualifications:**

- Maintains Class "B" Certified Drivers License
- Able to respond to emergencies 24- hours a day.
- Operate, or learn to operate, cars, trucks, 1-4 ton dump trucks, 4-6 wheel dump trucks, front end loaders, snorkels, street sweepers, graders, backhoes, semitrailer, rollers, road pavers, vac-all, sewer jet truck, air compressors, jack hammers, sewer pumps, chain saws, hydraulic shoring equipment, gas detectors, all carpentry tools, all plumbing tools, shovels, sledge hammers, picks, rakes, axes, pruning tools, lawn mowers, blower packs, skid steer loader.
- Able to read and use maps, water sewer atlases, technical manuals, draft plans, purchase orders, maintenance logs, and mileage logs.

**Travel:** Local travel is required of the position.

**Physical Demands:**

Ability to lift and reach for weights in excess of 50 lbs.; stoop, lift, and carry weights of up to 100 lbs.; push weights of up to 200 lbs.; have perception and discrimination of color, sound, texture, and form; apply principles of common sense and understanding to perform semi to highly repetitive tasks.

**Work Environment:**

The noise level in the work environment is usually moderate. Operate in environments of heat, cold, odors, smoke, toxic agents, noise, vibrations, wetness, humidity, dust, disease, and varying light conditions; operate in an environment of moderate stress and adverse weather conditions.