

## **JOB DESCRIPTION FOR HEAVY EQUIPMENT OPERATORS (STREET DEPT.)**

DEPARTMENT: STREET

SALARY RANGE:\$15.00-\$17.00 DOQ

**Title of immediate supervisor:** Public Works Supt.

**Department Head:** Public Works Director

### **MAJOR DUTIES:**

- Drives and operates heavy equipment including backhoes, front end loaders, street rollers, dump trucks, bulk trucks and garbage trucks
- Follow safety guidelines and traffic laws for operation of heavy equipment
- Performs duties as described for a Maintenance Worker in the Street Department
- Perform other duties as determined by the Public Works Supt.

### **JOB COMPLEXITY:**

- Safe operations of heavy equipment
- Inspect equipment daily for any malfunctions and report it to the City Mechanic
- Inspect equipment daily to insure safety devices are functioning properly
- Subject to performing above average manual physical tasks that may also involve working in vehicular traffic conditions
- Visually check area that the heavy equipment is being used in and make sure all employees remain a safe distance away
- Practice safe driving by following all traffic laws

### **RESPONSIBILITY:**

- Functions under supervision of the Public Works Supt. or his/her designee
- Check equipment daily before operating or driving on public streets
- Fill out daily work reports and turn it in to his/her immediate supervisor or their designee
- Practice safety by the use of vests, gloves, and protective eye gear
- Follows city policies and procedures
- Follows all safety regulations and policies
- Insure safe driving by having spotters direct the driver when backing up
- Make sure area is clear of bystanders or other employees before commencing with operations
- Assist other drivers in other departments when needed

### **IMPACT OF WORK**

- The nature of duties performed is essential to protection of the public health, safety and welfare

### **COMMUNICATIONS/PUBLIC CONTACT**

- Limited personal contact with residents
- Personal contact with fellow employees

### **SUPERVISION**

- Answers to the Public Works Supt. or his/her designee

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\_\_\_\_\_ (Employee Initials)

- Limited supervision and only when other employees are assisting the operator in the performance of duties. Employee otherwise has no supervision powers.

**WORK HAZARDS**

- Employee must work outdoors, among traffic and is constantly around heavy working machinery
- Employee must work in all types of weather conditions
- Employee is subject to after duty work hours and is subject to 24-hour call
- Heavy lifting may be involved
- Extreme caution in avoiding injuries including, but not limited to cuts, bruises, and abrasions.
- Employee has to work around heavy equipment and in traffic conditions frequently
- Work with certain chemicals such as degreasers, oils, lubricants and other such chemicals. **Always follow the M.S.D.S. sheets when working with any chemical**
- **Use protective safety equipment issued including, but not limited to hard hats, eye glasses, shields, air respiratory protection, gloves and ear plugs.**

**KNOWLEDGE/SKILLS/ABILITIES**

- Good physical condition
- Ability to follow safety rules and regulations
- Ability to perform physical tasks and handle heavy lifting
- Ability to understand and follow oral instructions
- Able to read and write
- 3-years experience in the operations of heavy equipment
- 3-years experience in the maintenance and construction of streets, drainageways and thoroughfares
- “B” “CDL” License (Required/ or ability to obtain within 6 months).
- Ability to seek additional training involving street maintenance and construction

**CONDITION OF EMPLOYMENT**

- Must have High school diploma or GED
- Must pass physical
- Must pass back lift test
- Be in good physical condition
- Must pass Drug Screening
- Good Driving Record

**APPLICANT VERIFICATION:**

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation.**

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

I HAVE READ THIS PAGE \_\_\_\_\_  
(Employee Initials)

**APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:**

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

**INTERVIEWER OR SUPERVISOR AFFIDAVIT:**

If applicable, reasonable accommodations can be provided for as stated above:  Yes  No  
Provide reason reasonable accommodation cannot be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature)

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Printed Signature

Date: \_\_\_\_\_

I HAVE READ THIS PAGE \_\_\_\_\_  
(Employee Initials)