



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Equipment Operator	<b>PAY GRADE:</b>	2
<b>DEPARTMENT:</b>	Public Works	<b>FLSA STATUS:</b>	Non-Exempt
<b>DIVISION:</b>	Street	<b>UNION:</b>	SEIU

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments or to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

### SUMMARY

Under the supervision of the Street Supervisor, the Equipment Operator is a non-exempt position under FLSA. This semi-skilled manual labor position is responsible for roadway maintenance/construction and street cleaning utilizing assorted light to medium equipment and machinery. Assignments involve driving City vehicles, street repairs, street cleaning, snow and ice control, hauling materials to and from work sites, and equipment maintenance. The Equipment Operator may work with other departments associated with various street related responsibilities and perform other duties as required. Work is performed under general supervision and is subject to review to insure proper work performance. After hours emergency call-out work, as well as occasional night and weekend hours may be required. This employee should possess a strong mechanical aptitude, and effective communication and public relation skills.

### ESSENTIAL FUNCTIONS

- Maneuvers equipment and operates complex mechanisms involving digging, moving earth and materials, grading, loading, paving, and performing similar tasks in order to advance projects relating to construction and maintenance of City streets, properties, utilities, rights-of-way, and other infrastructure;
- Maintains roadways by cleaning away debris and waste, repaving potholes, restriping cross walks, stop bars and handicap crossings, replacing street signs, and operating graders, rollers, dump trucks, loaders, backhoes, street sweepers and other equipment as needed; performs street surface sealing, crack sealing, grading of roads and alleyways, street shoulder maintenance, concrete work, and asphalt work.
- Operates a grader or bulldozer for leveling and rough grading on streets and alleys, shaping shoulders and crowns, and ripping up old infrastructure for reconstruction; performs basic survey level work to establish proper grades for street and alley maintenance projects.
- Operates a backhoe for removing concrete and rough grading; operates loaders for loading materials in trucks and transporting building and construction materials; operates a dump truck to transport and haul dirt, sand, gravel, asphalt, rock and supplies between original and final destinations; operates street sweeper to flush streets and gutters free from trash and debris to prevent flooding; operates other departmental equipment as appropriate.
- Participates in snow removal duties; salts streets and sidewalks; drives and operates heavy vehicles equipped with snow plows and salt spreaders; plows and hauls snow.

- Performs pre-trip and post-trip inspections; inspects and maintains equipment by having knowledge of DOT rules and regulations, performing spot checks, checking fluids, providing fuel and ensuring all parts are in working order.
- Performs minor preventive equipment maintenance, cleaning and repairs; inspects, diagnoses, disassembles systems, cleans, removes, and replaces work or defective parts, reassembles, installs, and adjusts to specified performance standards; conducts equipment checks and prepares units for service.
- Observes all safety standards and procedures; maneuvers in and around traffic, crew workers, equipment, utilities, and other obstacles obeying all traffic laws; monitors immediate environment including setting and maintaining proper signage and traffic control devices of a work area to ensure the safety of operators, other workers, the equipment, and the public.
- Performs manual labor tasks with power tools or hand tools; performs duties of a maintenance worker as necessary including installation and maintenance of street signs, and miscellaneous painting, sand blasting, and other maintenance tasks; completes and/or oversees tasks in the absence of crew leader in a timely manner with minimal supervision; operates vehicles and equipment in lower classifications as needed or assigned to complete division or departmental projects and workload.
- Provides daily work reports, leave requests, and other data entry or maintenance of data on computers and/or on paper as necessary.
- Performs all other duties as deemed necessary or assigned.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION:**

A high school diploma or GED is required.

##### **EXPERIENCE:**

One or more year(s) of similar or related experience performing manual and semiskilled equipment operation work in construction, street maintenance, or other closely related environment is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six (6) months of employment.

##### **CERTIFICATIONS/LICENSE:**

This employee must possess or be able to obtain a valid Kansas Class B Commercial Driver's License (C.D.L.) with air brake endorsement within 90 days of appointment. This employee must also acquire a KDOT Flagger certification within one (1) year of appointment.

#### **OTHER CHARACTERISTICS**

##### **KNOWLEDGE OF:**

- Operation characteristics and maintenance of light to medium equipment, vehicles, and hand tools used in the area assigned.
- Motor vehicle parts, machines, and tools, including their designs, installation, uses, repair, and maintenance.
- Concrete road construction and maintenance including street surfacing materials and processes.
- City standards of roadway construction.
- Occupational hazards involved and the safety precautions necessary to the proper operation of varied construction, maintenance, and heavy equipment.
- City of Hutchinson street and road network.

UPDATED: APRIL 15, 2020

- Snow and Ice Control Plan.
- Precautions, traffic laws, regulations governing safe equipment operation in and around vehicular traffic.
- City and Division policies and procedures.

**SKILLED IN:**

- Safe operation of all department equipment, especially light to medium equipment, and all other utilized motor vehicles.
- Use of tools, equipment, and mechanic shop equipment common to light and medium equipment diagnosis, maintenance, and repair.
- Use of computers and computer applications to analyze and communicate information in the appropriate format.
- Exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.
- Independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.

**ABILITY TO:**

- Operate equipment and perform manual labor safely and skillfully in and around traffic, construction sites, and work areas.
- Operate and control the actions of various light to medium equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.
- Perform preventive maintenance checks and make minor repairs and adjustments to equipment;
- Recognize operating deficiencies in assigned equipment.
- Ability to decipher plat maps, paving plans, survey marking, and execute correct measures for accurate installations and record keeping.
- Understand and interpret written material, including technical materials, rules, regulations, reports, instructions, charts, graphs, or tables.
- Utilize a wide variety of reference and descriptive data and information including street maps, reports, work orders, logs, diagrams, sketches, etc.
- Follow projects through to completion with minimum instruction and supervision while properly managing time and city resources.
- Ability to maintain and prepare accurate records and reports.
- Communicate effectively both orally and in writing.
- Understand and carry out instructions furnished in written, oral or diagrammatic form.
- Establish and maintain effective working relationships with other employees and the public, and to deal with the public in a courteous and tactful manner.

**ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS**

**Working Conditions:**

Work is performed at street, highway, grounds or utility maintenance work-sites where performance of essential functions requires routine and extended exposure to adverse environmental conditions, such as extreme temperatures and weather conditions, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and animals/insects. Exposure to hazardous chemicals, heavy machinery, excessive noise, vibrations, and heights is to be expected.

**Physical Requirements:**

Heavy manual labor and the ability to operate departmental equipment is required daily in this position. Hand/eye and hand/foot coordination is required for operation of heavy equipment and vehicles. Employee must be able to

UPDATED: APRIL 15, 2020

wear all required personal Protective Equipment (P.P.E.) necessary to safely carry out all assigned duties.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and bending, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials.

Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices is necessary. Vision is necessary to read manuals and monitor equipment gauges. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odors, depth, texture, and visual cues or signals.