

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Equipment Operator	<i>Pay Grade:</i>	SM-3
<i>Department:</i>	Engineering/Public Works	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Public Works Building	<i>Reports to Position:</i>	S&D Supervisor
<i>Effective Date:</i>	February 23, 2022		

## JOB SUMMARY

Under general supervision operates equipment of various sizes and types utilized in the maintenance of City easements, drainage systems, and streets. Visually inspects assigned vehicle and equipment to ensure proper operating condition, informs supervisor and completes shop work order for needed repairs. Performs additional tasks in support of the department as needed or upon request.

## ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Operates tractors, **trackhoes**, backhoes, front-end loaders, dozer, and motor grader in support of maintenance and construction operations.
- Positions safety equipment around work area to include traffic cones and signs.
- Operates emergency signaling equipment and lights when work is in progress.
- Use two-way radio to contact other vehicles, office personnel and supervisor.
- Operates hand and power tools as needed to complete assignments and to clean up work areas.
- Visually inspects vehicle / equipment to ensure signaling and safety equipment is operating properly.
- Checks brakes, tires, and wipers to ensure proper operation and condition.
- Checks fluid levels to include oil, hydraulic, and water; adds fluids as needed.
- Completes shop work order for necessary repairs.
- Ensures that vehicle/equipment is serviced at the designated intervals.

- Inspects trailer connection to ensure lines are properly connected and to ensure electrical lines are functioning with signaling equipment.
- Visually inspects tires to detect worn or damaged areas; using air pressure gauge ensures that tires are inflated to proper levels.
- Inspects outriggers and landing gear to ensure they are in proper position before departure.
- Refuels vehicle and gas powered equipment as needed.
- Clean vehicles and equipment regularly to ensure a pleasing appearance.
- Assists in other departments as needed.
- Attends departmental meetings and safety meetings.
- Maintains uniform and safety attire to conform to dress code and safety rules.
- Performs additional tasks as needed or upon request

## QUALIFICATIONS

### **Education and Experience Guidelines**

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### **Education and Training**

High School Diploma, GED or equivalent training and experience

#### **Experience**

Previous experience with heavy equipment

#### **Licenses or Certification Required**

Hold valid state issued driver license

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### **Knowledge of:**

- Knowledge of organization and operational procedures of the Publics Works Department.
- Knowledge of proper operation, use and maintenance of assigned equipment.
- Knowledge of working with concrete, curb and gutter work, installation of drainage pipes, construction of headwalls and placing rip-rap in ditches.
- Knowledge of polices, rules and regulations of the City of Phenix City.

#### **Skills to:**

- Reading skills to comprehend operator manuals, directives, gauges and indicators.
- Writing skills to complete non-complex forms and records.
- Verbal communications skills to converse with supervisors, crewmembers and co-workers regarding work related activities.

- Math skills to count, add and subtract whole numbers.
- Skills to comprehend verbal instructions.
- Skill to operate two-way radio to communicate with other work crews or supervisors and to receive dispatch information.
- Skills to operate backhoe, frontend loader, tractors, and light trucks proficiently with minimal instruction from supervisor and skilled operators.

**Ability to:**

- Follow instructions and efficiently complete tasks.
- Exercise judgment particularly in tasks involving the safety of self and others.
- Work under general supervision and carry out assigned tasks.
- Work as a member of a team.
- Work in a constant state of alertness and in a safe manner.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

**Environment:** Work location will primarily be outdoors.

**Physical Demands:** See accompanying page for details

**Key Working Relationships:** Public Works Superintendent, Supervisors and other employees of the City

## APPROVAL/ACKNOWLEDGEMENT

_____	<u>Library Director</u>	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

# PHYSICAL REQUIREMENTS – EQUIPMENT OPERATOR STREETS AND DRAINAGE

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

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0%-10%  
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Occasional  
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## LIFT/CARRY

1-10 lbs		X		
11-20 lbs			X	
21-50 lbs			X	
51-75 lbs		X		
76-100 lbs		X		

## PUSH/PULL

1-10 lbs		X		
11-20 lbs		X		
21-50 lbs		X		
51-75 lbs		X		
76-100 lbs		X		

## MOVEMENT

Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl	X			
Reach Above Shoulders		X		
Reach Below Shoulders			X	
Repetitive Arm Use			X	
Repetitive Wrist Use		X		
<b>Repetitive Hand Use</b>				
a) grasping		X		
b) squeezing			X	
Climb Stairs/Ladder			X	
Uneven Walking Surface		X		
Even Walking Surface		X		

## HEARING/VISION/DEXTERITY

	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

## EQUIPMENT USE & OPERATION

Motor Vehicle				X
Heavy Equipment (Backhoe, dump truck)				X
Large Apparatus (Fire Truck, Street Sweeper)		SEE COMMENT		
Small Equipment (Mower)			X	
Handheld tool/equipme nt (tamps, weed eaters, shovel)			X	

## WORK WITH/NEAR

Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

## ENVIRONMENT

Indoors	X			
Outdoors				X
Extreme Heat				X
Extreme Cold				X
Dusty				X
Excessive Noise				X
Other (explain)		X		

## ENDURANCE

Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	2	6
Stand	1	4
Walk	1	4

**Additional Considerations (including clarification of any of the above)**