



May 2007  
FLSA: NON-EXEMPT

## **EQUIPMENT OPERATOR**

### **DEFINITION**

Under general supervision, performs a variety of semi-skilled and skilled work in the operation of medium to heavy construction equipment in support of Town systems and facilities, including streets, street sweeping, storm drains, streets, wastewater systems, and related facilities; performs a variety of duties in the operation of street sweeping equipment for the purpose of cleaning Town streets, gutters, alleyways, parking lots, and related facilities and areas; adjusts and performs routine maintenance to a variety of medium to heavy equipment and trucks; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Public Works Supervisor. No supervision of staff is exercised. May exercise technical and functional direction over assigned staff on an as-needed basis.

### **CLASS CHARACTERISTICS**

This journey-level class performs a wide range of operation and routine maintenance of medium and heavy construction equipment. Incumbents with basic vehicle and heavy equipment operations experience operate all Town moving stock, tools, and equipment and learn a wide variety of practices and procedures. Incumbents perform day-to-day street sweeping activities to ensure that Town streets and related areas provide the highest level of safety for public use and visual enhancement. . This class is distinguished from the maintenance class series in that it performs skilled activities related to the operation of heavy construction equipment in addition to routine maintenance duties.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Operates street sweeping and other equipment for the purpose of cleaning Town streets, gutters, sewers, alleyways, parking lots, and other assigned facilities and areas.
- Manually removes debris and other materials from streets as necessary, removing obstructions from the sweeper's path, and removing objects from other inaccessible areas.
- Receives and responds to requests from Town staff and the general public for emergency clean-up, including requests to remove debris, garbage, glass, and other materials from accident sites and other areas.
- Operates a variety of heavy equipment, including backhoe, ten-wheel and dump trucks, dozers, excavators, loaders, concrete crushers, compactors, graders, trailers, and a wide range of construction equipment; operates small to medium sized trucks and smaller equipment such as pick-up trucks and forklifts.

- Drives construction and maintenance equipment to and from job sites; and loads and unloads equipment from trucks.
- Identifies equipment needs for assigned projects, including picking up and delivering heavy equipment from construction projects.
- Performs the full range of semi-skilled and skilled maintenance, repair, and installation work of the Town infrastructure, systems, and facilities to which assigned.
- Inspects equipment; performs preventive maintenance; makes operating adjustments and minor repairs to equipment such as changing buckets and teeth and tightening loose bolts and hydraulic couplings and notes service requirements.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection; and notes service requirements.
- Checks job sites for potential hazards; reads blueprints and plans; determines precautions necessary for safe operations and observes all safety rules and regulations.
- Reads and interprets specifications, diagrams, manuals and other documentation.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Maintains accurate records of work performed.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, tools, equipment and supplies required to maintain and repair Town systems and facilities, including streets, storm drains, streets, wastewater systems, and related facilities.
- Operation, work methods and limitations of gasoline and diesel-powered heavy construction equipment used in the maintenance and construction of Town facilities, including a street sweeper.
- Principles and practices of servicing and basic preventive maintenance of heavy equipment.
- Basic troubleshooting principles and practices.
- Safe work methods and safety practices pertaining to the work, including CAL OSHA rules and standards.
- Applicable codes and regulations.
- Basic record keeping principles and procedures.
- Shop arithmetic.
- Basic computer applications related to work, including inventory control and fleet record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

### **Ability to:**

- Operate, adjust, and maintain heavy maintenance and construction equipment, including a street sweeper.
- Safely operate and maintain a variety of hand and power tools and equipment used in the work.
- Perform skilled and semi-skilled work related to the installation, inspection, maintenance and repair of Town systems, streets, storm drains, streets, wastewater systems, and related facilities.
- Respond effectively to emergency situations and troubleshoot such situations.
- Recognize potentially hazardous conditions on the job site or with the equipment.
- Perform basic servicing and preventative maintenance on heavy construction equipment.
- Read and interpret instruction manuals and diagrams.
- Practice safe work habits.
- Maintain clear and accurate records.
- Make accurate arithmetic calculations.

- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience in the operation of equipment related to street sweeping and the construction and maintenance of systems and facilities similar to those of the Town.

**License:**

- Valid California class B driver's license with satisfactory driving record and automobile insurance.
- Completion of a course in Penal Code 832, Arrest, Search, and Seizure.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard shop setting and use and operate a variety of tools, power tools, equipment, and machinery; to operate medium to heavy-duty construction and related equipment, trucks and other motor vehicles, drive on surface streets, and visit and inspect various Town facilities and systems; strength, stamina, and mobility to perform medium physical work, and to work on uneven terrain, in confined spaces, around machines, and to climb and descend ladders; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Participates in after-hours emergency response and on-call and callback assignments.