

City of Valparaiso Job Description – Equipment Operator

POSITION TITLE: Equipment Operator
DEPARTMENT: Public Works
DIVISION: Streets
REPORTS TO: Streets Foreman
DEPARTMENT HEAD: Public Works Director
STATUS: Non-exempt
LAST REVISION: August, 2010
SALARY GRADE: 04

POSITION PURPOSE/SUMMARY

Under general supervision participates in the general maintenance of city infrastructure related to streets, sidewalks and rights of way. Assists in response to emergency calls as required, particularly those related to storm water system and road damage/obstruction, including delineation of affected area, isolation of the problem, formation of repair action plan and required reporting and communication. Makes field inspections to ensure proper operation of equipment and activities. Maintains operational field logs in accordance with applicable standards; in part related to NPDES Permit and MS4 regulations as specified by Florida Department of Environmental Protection.

ESSENTIAL JOB FUNCTIONS

1. MAINTENANCE OPERATIONS:
 - 1:1 Frequent use of flatbed truck, tractor, street sweeper, hydraulic cleaning truck, dump truck, mowers, etc.
 - 1:2 Performs preventive maintenance on vehicles/equipment prior to operation to include but not limited to, safety equipment check, vehicle walk around and appropriate pre-operation maintenance.
 - 1:3 Repairs and maintains roadways and rights of way by filling potholes, grading, patching, mowing, trimming trees, picking up litter, etc.
 - 1:4 Installs, repairs and maintains utility infrastructure including manholes, curbs, storm drains, etc.
 - 1:5 Insures safe practices are incorporated in all activities performed.
 - 1:6 Judges heights and distances while operating or driving vehicle.
 - 1:7 Operates sign machine to create signs; assembles, installs and maintains a variety of signs and posts.
 - 1:8 Manages inventory of parts/supplies and orders parts through foreman and office personnel.
 - 1:9 Operates and maintains specialized equipment used in cleaning and maintaining storm sewer system.
 - 1:10 Performs excavations, repairs, backfill and restorations in accordance with applicable standards.
 - 1:11 Participates in special projects in accordance with established standards.
 - 1:12 Evaluates infrastructure needs and recommends action plan.
2. OPERATES AND MAINTAINS HAND AND POWER TOOLS IN A SAFE AND EFFECTIVE MANNER:
 - 2:1 Performs hand/power tool operations for various tools such as: shovels, rakes, chain saws, pitch forks, etc.
 - 2:2 Performs preventive maintenance on tools prior to performing assigned duties to include, but not limited to safety equipment check and appropriate pre-operation maintenance.
 - 2:3 Insures safe practices are incorporated in all activities performed.
3. INTERNAL AND EXTERNAL COMMUNICATION:
 - 3:1 Schedules and adjusts routine tasks and personnel to insure efficient operations.
 - 3:2 Responds to citizen and internal inquiries and complaints in a timely and courteous manner by addressing customer concerns and referring to appropriate personnel.
 - 3:3 Remains diplomatic and is effective in dealing with customers in a variety of situations.
4. PERFORMS VARIOUS CLERICAL DUTIES:
 - 4:1 Prepares field notes and activity reports.

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4:2 Completes daily time sheets.

4:3 Maintains stormwater, street sweeping and right of way logs.

5. PERFORMS ALL OTHER DUTIES AS ASSIGNED

QUALIFICATIONS (minimum and preferred)

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of operation, maintenance, capabilities, limitations and safety aspects of streets maintenance practices and procedures.
- Ability to understand and comply with oral and written instructions/communications.
- Ability to read street and traffic signs and comprehend geographical locations.

EDUCATION

High school diploma or GED equivalency required.

Vocational/specialized training in heavy equipment preferred.

EXPERIENCE

At least one year experience in streets maintenance is required.

At least six months experience in heavy equipment operation is required.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

LICENSURE

Valid Florida Driver's License, class "B" CDL with air brake endorsement required.

Valid Florida Driver's License class "A" CDL desirable.

Intermediate Maintenance of Traffic certification (through FDOT) is required.

PERSONAL PROTECTIVE EQUIPMENT

Safety "steel toed" shoes, ears/eyes/noise protection, gloves, vest, hard hat. Additional specialized equipment also provided as needed.

EQUIPMENT, MACHINES AND TOOLS USED

Motor vehicle operations, basic and specialized machinery operations, light and heavy equipment operations, hand and power tools.

ADMINISTRATIVE SKILLS

General Office Skills: Maintain various logs and reports.
Complete and deliver written communication to customers.

Communication Skills: Effectively communicate both orally and in writing with supervisors and co-workers.
Effectively communicate with public.

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WORKING CONDITIONS

- Subject to hazards of flammable, explosive gases.
- Subject to burns and cuts.
- Subject to injury from moving parts of equipment.
- Works in precarious or remote locations.
- Contact with persons under a wide variety of circumstances.
- Subject to many interruptions.
- Subject to irregular hours.
- Subject to hazards of high voltage equipment.
- Requires judgment/action which could result in injury or death of a person.

WORKING ENVIRONMENT

- Exposed to hazards from electrical/mechanical power equipment.
- Exposed to housekeeping/cleaning agents/chemicals/medical waste.
- May be exposed to the risk of blood borne diseases.
- Exposed to hot or noisy equipment.
- Exposed to hot and humid work environment.
- Exposed to heat, wetness, cold and odors.
- Temperature changes: variations in temperature from hot to cold.
- Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.
- May be exposed to extremes of heat and cold in all weather conditions.
- The work conditions/environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		X		
Stand			X	
Walk			X	
Bend			X	
Squat			X	
Crawl			X	
Reach above shoulder level			X	
Crouch			X	
Balance			X	

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JOB REQUIRES COORDINATION FOR REPETATIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			X	
Left			X	
In firm grasping: Right			X	
Left			X	
In fine manipulating: Right			X	
Left			X	
In operating foot controls: Right			X	
Left			X	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
45 to 100 pounds		X		
Up to 45 pounds			X	

LOCATION:

A majority of the work duties are performed mainly throughout the city while in and around various vehicles and equipment. Work is performed in and around roadways with high exposure to vehicular traffic.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name