

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Equipment Operator SS	<i>Pay Grade:</i>	SM-4
<i>Department:</i>	Engineering/Public Works Limbs and Debris	<i>FLSA Status:</i>	Non-exempt
<i>Location:</i>	Public Works Building	<i>Reports to Position:</i>	Limbs and Debris Supervisor
<i>Effective Date:</i>	February 6, 2018		

## JOB SUMMARY

Under general supervision visually inspects assigned vehicle or equipment to ensure proper operating condition, performs minor lubrication services and informs supervisor of major malfunctions or repairs needed; drives along designated route or receives special assignments, collects and disposes of limbs and debris; may repair lawns damaged during collection; operates dump truck, backhoe, front-end loader and related hand held equipment to perform various tasks and performs additional tasks in support of the department as needed or upon request.

## ESSENTIAL JOB DUTIES/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.

- Daily pre-trip and post-trip inspection/maintenance of assigned vehicle including but not limited to checking that signaling and safety equipment is operating properly; oil, hydraulic, water and other fluid levels are correct or add as needed; minor repairs to include lubrication services and replacement of blown fuses and bulbs; reporting any major vehicle or equipment malfunctions to supervisor for repair by city shop; preparing vehicle maintenance report and forwarding to shop personnel; inspect trailer connection to ensure lines are properly connected and ensure electrical lines are functioning with signaling equipment; ensure air pressure of brakes is at proper levels and serviceable; visually inspect tires to detect worn or damaged areas and using an air pressure gauge to

ensure tires are inflated at proper levels; inspect outriggers and landing gear to ensure they are in proper position; refuels vehicle and gas powered equipment as needed; uses pressure washer and cleaning solution to clean vehicle or equipment of mud, dirt and debris

- Follow regular designated route to collect limbs and debris or receive special assignments from supervisor
- Ensure work area safety to include that safety equipment is properly positioned around work area to include traffic cones and a flag man directing traffic if needed; flares are used in emergency situations when vehicle is impaired; operation of emergency signaling equipment and lights when work is in progress
- Use of a two way radio to remain in contact with other vehicles, office personnel and supervisor
- Load all operation to include engaging PTO system and operating levers to engage boom arm to lift and load debris into trailer; engaging outriggers to stabilize truck during operation; lower and raise boom arm taking precautions around electrical, cable and telephone lines; use of chain saw to cut low hanging limbs in right-of-way and driveway areas; use of rakes, shovels and pitch forks to clean areas after pick up and loading of debris; may repair lawns damaged by the claw on the boom arm during pick-ups; use of mirrors and co-workers to back and maneuver trailer to avoid safety hazards; ensure that other crew members are in a safe position away from the area of equipment operation
- Other equipment operation to include dump truck used to haul dirt, sand and gravel and transport debris to the landfill for dumping; backhoe to dig ditches for installation of pipes or moving large debris from right-of-way; front end loader to load heavier debris, trees, gravel and concrete
- Drive vehicles to pick up supplies or to pick up new vehicles acquired by the department
- Complete work order slips for special pickups and forwards to appropriate administrative staff
- Attend monthly departmental safety/staff meetings and abide by safety regulations discussed in each meeting
- Veteran employees in this position will assist in training new employees of these job duties

## **QUALIFICATIONS**

### **Education and Experience Guidelines**

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

#### **Education/Training**

High School Diploma or GED required

#### **Experience**

Minimum 2 years of experience in heavy equipment operation

#### **Licenses or Certifications Required**

Valid Class B CDL

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

#### **Knowledge of:**

- Organizational and operational procedures of the Limbs and Debris division of the Public Works department
- Proper operation, use and maintenance of assigned equipment
- The safety rules and procedures of the Public Works department
- Policies, rules and regulations of the City of Phenix City

#### **Ability to:**

- Read and comprehend operator manuals, written directives, gauges and indicators
- Complete non-complex forms and records
- Verbally communicate to converse with supervisors, crew members and coworkers both in person and over a two way radio
- Perform simple math calculations using addition and subtraction of whole numbers
- Comprehend verbal instructions
- Safely and efficiently operate assigned equipment including load all, lift truck, backhoe, dump truck, front end loader and chain saw
- Follow instructions and efficiently complete assigned tasks
- Exercise good judgement particularly in tasks involving safety or others or efficiency of operations
- Work under general supervision to carry out assigned tasks
- Work as a member of team

## 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 accommodations needed to perform the essential duties of this position.

**Environment:** Work will primarily be in an outdoor setting with exposure to extreme heat, cold and inclement weather conditions.

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

**Key Working Relationship:** Limbs and Debris Supervisor, Division Chief of Public Works, Crew Members, Public Works Dispatcher

## APPROVAL/ACKNOWLEDGEMENT

_____	<u>City Eng/Dir of Eng/PW</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 SS LIMBS AND DEBRIS

**Rare**      **Occasional**      **Frequent**      **Continuous**  
**0%-10%**      **11%-33%**      **34%-66%**      **67%-100%**  
**of the time**      **of the time**      **of the time**      **of the time**

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	

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**0%-10%**      **11%-33%**      **34%-66%**      **67%-100%**  
**of the time**      **of the time**      **of the time**      **of the time**

EQUIPMENT USE & OPERATION				
Motor Vehicle		X		
Heavy Equipment (Backhoe, dump truck)				X
Large Apparatus (Fire Truck, Street Sweeper)		X		
Small Equipment (Mower)		X		
Handheld tool/equipment (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	3	6
Stand	1	6
Walk	2	6

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