

POSITION DESCRIPTION

POSITION TITLE: Heavy Equipment Operator

DEPARTMENT: Public Works

DATE: December 8, 2014

GENERAL PURPOSE:

The purpose of this job is to operate heavy equipment in support of the Public Works Department. Duties and responsibilities include, but are not limited to, operating bulldozers, compactors, loaders, and similar equipment and performing additional tasks as assigned.

SUPERVISION RECEIVED:

Works under the supervision of the Public Works Director who assigns work, reviews completed work and provides instruction as necessary; performs duties according to established and specific procedures; detailed and specific instructions are provided on unusual or difficult projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required during various assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- (A) Assists with road maintenance and repair projects by performing manual work and operating departmental equipment; Projects include but not limited to constructing and repairing roads, manholes, drainage systems; raking, dumping, spreading, grading and rolling of asphalt, gravel, stone and any other material for roads; cutting and chipping brush and trees; removing brush and leaves; mowing the roadside; repairing damaged signs; sanding and salting roads; and other maintenance, care, upkeep, repair, marking and beautification projects of roads and other City property.
- (B) Operates heavy and light equipment of high complexity; operates power grader, front-end loader, backhoe, all attachments, rollers, etc.
- (C) Conducts pre-operation inspections of equipment, identifies equipment problems and reports problems to City Shop for repairs.
- (D) Clean heavy equipment inside and out as scheduled and/or required; Ensure heavy equipment is safely and securely stored. Performs limited mechanical work including greasing of equipment when needed; operates all hand tools needed to

- perform labor tasks;
- (E) Maintaining and repairing streets, including digging out old damaged asphalt, shoveling asphalt, patching potholes and street cuts with asphalt hot-mix, performing street overlay and crack-seal operations, making concrete repairs on curbs, gutters and drainage structures and placing and finishing concrete and gravel.
 - (F) Ensuring that streets and sidewalks are clear, including clearing of snow, sanding streets and sweeping streets, gutters and sidewalks.
 - (G) Assist in cleaning the Public Works shop and yard areas as necessary; coordinating with the City Shop for any repairs to city equipment and/or machinery.
 - (H) Clearing of limbs and branches on public right of ways and City property
 - (I) Installing, repairing, and removing traffic and street signs, setting up barricades, construction signs and cones, flagging traffic, assisting in the layout of street markings, installing traffic striping material, including tape and paint for striping crosswalks and operating paint sprayer in order to paint parking lots and streets.
 - (J) Assisting in set up, maintenance, and removal of decorations and devices for special events.
 - (K) Miscellaneous maintenance duties such as loading and unloading trucks, attaching trailers, mowers, and other towed equipment, cleaning and maintaining ditches, cleaning culverts, cleaning storm drains and picking up trash and debris.

OTHER DUTIES:

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

- (A) Knowledge of: heavy equipment and parts; maintenance practices; procedures and requirements for heavy equipment and safe work practices and conditions; knowledge of record keeping procedures; knowledge of equipment cleaning standards and procedures.
- (B) Ability to: operate single axle trucks in a safe and responsible manner; ability to operate required equipment in a safe and responsible manner; team building; ability to plan, organize and/or prioritize daily assignments and work activities; ability to comprehend and apply regulations and procedures of the department.

- (C) Skill to: solving problems; managing stress; managing time; making good decisions;
- (D) Perform other related duties as required.

PERIPHERAL DUTIES:

- (A) Maintains departmental equipment, supplies and facilities.
- (B) Perform preventative maintenance on equipment and hand tools; lubricate equipment and make minor mechanical repairs.
- (C) Observe or monitor people's behavior, data, or objects to determine compliance with prescribed operating or safety standards.
- (D) Learn job-related material through oral instruction and observation or through structured lecture and reading. This learning takes place in both on-the-job training settings and in classroom settings.
- (E) Work with cleaning fluids, effluent, cleaning agents, paints, chemicals or similar solutions using only normal protective equipment.
- (F) Work safely without presenting a direct threat to self or others.
- (G) Promote good safety and public relations practices.
- (H) Appear for scheduled work with regular, reliable and punctual attendance; establish and maintain cooperative, effective and productive working relationships using tact, patience and courtesy; effectively plan and organize work and complete tasks within prescribed time frames.
- (I) May be required to work over 40 hours in a workweek and be subject to call-out during non-working hours.
- (J) Maintains contact with general public, City officials and employees in performance of heavy equipment operator's duties.

DESIRED MINIMUM QUALIFICATIONS:

- (A) Must possess, or be able to obtain by time of hire, a valid Mississippi Driver License Class B Commercial Driver's License (CDL) without record of suspension or revocation in any state;
- (B) Must not have been convicted of any felony convictions or other disqualifying serious misdemeanors, or possess any other disqualifying criminal history.

- (C) Must be a U. S. Citizen.
- (D) Must be of good moral character and temperament, and possess industrious habits.
- (E) Must have the ability to maintain an excellent attendance record as per the regular hours of business, scheduled overtime and call-outs.
- (F) Must have the ability to progressively assume all duties through the six-month probationary period

EDUCATION AND EXPERIENCE:

- (A) Possession of a high school diploma or general equivalency diploma (G.E.D.).
- (B) Must have good public relations skills.
- (C) Must have the ability to establish and maintain effective relations with the community, city employees, and Board of Mayor and Commissioners.

LANGUAGE SKILLS:

- (A) Ability to read, analyze and interpret public works records. Ability to respond to inquiries from citizens, regulatory agencies or members of the business community. Ability to effectively present information to the Mayor and Board of Commissioners and to public groups. Must be able to read and interpret all adopted federal, state and local codes and laws as it relates to the Public Work's Department and comprehend complex instructions, correspondence, and memos in the English language.
- (B) Ability to speak effectively using the English language.
- (C) Ability to effectively present information in one-on-one and group situations to citizens and other employees of the city.

REASONING ABILITY:

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to apply theory into actual work situations. Ability to analyze departmental operations and derive a feasible solution to make those operations more economical.

DISCLAIMER STATEMENT:

The statements above are intended to describe the general nature and level of work performed by persons in this position. The above is not intended to be an exhaustive list of all responsibilities and duties that may be assigned. The Board of Mayor and Commissioners may, at its sole

discretion, modify the above by the addition, deletion, transfer or assignment of such other duties as it may determine to be in the best interest of the City.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- 1) While performing the duties of this job, the employee is regularly required to talk and hear;
- 2) The employee frequently is required to use hands and fingers, handle or feel objects, tools, or controls;
- 3) The employee is frequently required to sit, stand; reach with hands and arms and drive a vehicle.
- 4) The employee is occasionally required to climb or balance, stoop, crawl, kneel, or crouch.
- 5) Make precise arm-hand positioning movements and maintain static arm-hand position to operate a hand drill or other tool.
- 6) Coordinate the movement of more than one limb simultaneously to repair equipment or operate machinery.
- 7) The employee must be able to lift arms above shoulder level to work on equipment.
- 8) Work in small, cramped areas to repair equipment.
- 9) Must be able to occasionally lift and/or move objects of fifty (50) pounds or more.
- 10) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this job are usually performed outdoors. The employee will be required to work in

outside weather conditions, exposed to wet and/or humid conditions, extreme cold or extreme heat. The employee occasionally will be required to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and loud acoustic vibrations.

This position is subject to stressful situations and demands and meeting project deadlines or responding to emergency working more than forty (40) hours per week. Attendance at night meetings may be required.

Occasional travel will be required to the various departments within the City to relay information or to perform work. This classification requires the use of a City vehicle. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Occasional travel will also be required to attend hearings, seminars and conferences. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

The work environment is normally one that requires a constant flow of information exchange, as well as telephone inquiries and personnel visits from other department heads and employees.

SELECTION GUIDELINES:

- (A) Entry Level: Formal application; review of education and experience; oral interview with Board of Mayor and Commissioners or designee; background check; physical examination; drug screening.
- (B) Lateral Entry: Must be able to meet all entry level requirements listed above.

OTHER MATTERS:

The position of Heavy Equipment Operator is full-time; works regularly scheduled hours year-round, and works overtime and at night when the need arises. The person in this position never works shift work, and is always on call for emergency situations. The position has accountability for monetary, budgetary, safety, equipment and legal issues related to the work for which this position is responsible.

The stress level associated with this position is moderately to extremely high. Physical work involved in this position exists only in major emergencies and crisis situations.

This job description does not constitute an employment agreement or contract between the employer and employee, and is subject to change by the City of Clarksdale, as the employer, at its sole discretion, as the needs of the employer and the requirements of the job change from time to time, without prior notice to the employee.

The Heavy Equipment Operator is an employee at-will, and the Board of Mayor and Commissioners of the City of Clarksdale may terminate the relationship at any time, for any reason, with or without cause or notice.