

JOB DESCRIPTION FOR HEAVY EQUIPMENT OPERATORS (WATER DEPT.)

DEPARTMENT: WATER

HOURLY RANGE: \$18.00 - \$20.00 per hour

Title of immediate supervisor: Water Crew leader/Public Works Supt.

Department Head: Public Works Director

MAJOR DUTIES:

- Drives and operates heavy equipment including backhoes, sewer jet machines, front end loaders, street rollers, dump trucks, bulk trucks and garbage trucks.
- Uses hand tools including pipe wrenches, tapping machines, pumps, street and pipe saws and other type of hand tools.
- Follow safety guidelines and traffic laws for operation of heavy equipment.
- Performs duties as described for a Maintenance Operator in the Street Department
- Perform other duties as determined by the Water/Wastewater Supt and or Water Leadman.

JOB COMPLEXITY:

- Safe operations of heavy equipment
- Inspect equipment daily for any malfunctions and report it to the City Mechanic
- Inspect equipment daily to ensure safety devices are functioning properly.
- Subject to performing above average manual physical tasks that may also involve working in vehicular traffic conditions.
- Visually check area that the heavy equipment is being used in and make sure all employees remain a safe distance away.
- Practice safe driving by following all traffic laws.

RESPONSIBILITY:

- Functions under supervision of the Water Crew Leader or his/her designee
- Check equipment daily before operating or driving on public streets.
- Fill out daily work reports and hand them in to his/her immediate supervisor.
- Practice safety using vests, gloves, and protective eye gear.
- Follow city policies and procedures.
- Follows all safety regulations and policies.
- Ensure safe driving by having spotters direct the driver when backing up.
- Make sure the area is clear of bystanders or other employees before commencing operations.
- Assist other drivers in other departments when needed.

IMPACT OF WORK

- The nature of duties performed is essential to protection of the public health, safety and welfare.

COMMUNICATIONS/PUBLIC CONTACT

- Personal contact with residents
- Personal contact with fellow employees

I HAVE READ THIS PAGE

_____ (Employee Initials)

SUPERVISION

- Answers to the Crew Leader and Public Works Supt.
- Limited supervision and only when other employees are assisting the operator in the performance of duties. Employees otherwise have no supervision powers.

WORK HAZARDS

- Employee must work outdoors, among traffic and is constantly around heavy working machinery.
- Employee must work in all types of weather conditions.
- Employee is subject to after duty work hours and is subject to 24-hour call.
- Heavy lifting is involved frequently.
- Extreme caution must be taken in working with all various types of equipment used in avoiding injuries including, but not limited to cuts, bruises, and abrasions.
- Contact with communicable diseases associated with working in and around wastewater.
- Work with certain chemicals such as degreasers, oils, lubricants, and other such chemicals. **Always follow the M.S.D.S. sheets when working with any chemical**
- **Use protective safety equipment issued including, but not limited to hard hats, eyeglasses, shields, air respiratory protection, gloves and ear plugs.**

KNOWLEDGE/SKILLS/ABILITIES

- Good physical condition
- Ability to follow safety rules and regulations.
- Ability to understand and follow oral instructions.
- Able to read and write
- 1-year experience in the operations of heavy equipment
- 1-year experience in the maintenance and construction of streets, drainageways and thoroughfares
- "B" "CDL" License
- Ability to seek additional training involving water line maintenance and construction.

CONDITION OF EMPLOYMENT

- Must have High school diploma or GED.
- Must pass physical.
- Must pass back lift test
- Be in good physical condition
- Must pass Drug Screening
- Good Driving Record

APPLICANT VERIFICATION:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation.**

Signature of Applicant or Employee

Date: _____

I HAVE READ THIS PAGE _____
(Employee Initials)

APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

Signature of Applicant or Employee

Date: _____

INTERVIEWER OR SUPERVISOR AFFIDAVIT:

If applicable, reasonable accommodations can be provided for as stated above: Yes No
Provide reason reasonable accommodation cannot be provided:

Signature)

(Printed Name)

Date: _____

APPROVED BY:

Department Head

Printed Signature

Date: _____

I HAVE READ THIS PAGE

(Employee Initials)