

Job Description

Title: Equipment Operator I

Department: Public Works

FLSA: Non-Exempt

Reports to: Crew Leader

Effective Date: Pending

Grade Level: 9

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

JOB SUMMARY: In addition to the duties of Laborer this position is responsible for operating equipment in the maintenance and repair of city streets, the landfill, Public Works facilities and the collection and disposal of household garbage, yard waste and recycling and also performs the duties assigned to Laborer.

MAJOR DUTIES:

- Collects and disposes of household garbage, recycling and lawn debris; collects and disposes of brush, delivers new cans to residents.
- *Operates dump trucks, knuckle boom trucks, roll off trucks, back hoes, bush hogs, weed eaters, lawn mowers, leaf machines, bush trucks, torches, welders, chain saws, asphalt machines, concrete mixers, excavators, bulldozers, track loaders, chipping machines, asphalt packers, fork lifts, sweepers, leaf blowers, small packing machines, overhead cranes, jack hammers, hand tools, various power tools, road graders and various other pieces of equipment.
- Assists in various ways of recycling and disposing of brush.
- Performs storm system maintenance; installs storm drain pipes; cleans blocked ditches.
- Reports accidents and unusual circumstances to supervisor.
- Ensures State and Federal standards are complied with, at landfill observes dumping for compliance with proper procedures and safety.
- If working at the Scale House – Greets customers; Logs charge tickets; Maintains records of frequency and amounts dumped; Answers phone calls; Writes daily reports on random truck load inspections to verify compliance with dumping procedures; Balances cash drawer at the end of the business day and delivers to City Hall.
- Performs street repairs, including cutting pavement for the removal and replacement of base material, asphalt, or cold mix operations.
- Removes snow from roads; grades gravel roads; sands roads.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of safety rules, including accident causation and prevention.
- Knowledge of department policies and procedures.
- Knowledge of city streets and their weight restrictions.
- Ability to verify drivers' license or utility bills and to instruct customers on where to dump if working at landfill.
- Ability to operate simple computer software programs at landfill.
- Ability to lift 60 – 75 pounds and to perform strenuous manual labor for prolonged periods of time.
- Ability to work independently or as a team member.
- Ability to get along with co-workers.
- Skill in the daily preventive maintenance of equipment.
- Skill in the operation of various power tools and hand tools.
- Skill in the operation of equipment listed on previous page*
- Skill in effectively communicating verbally with supervisors, co-workers, and the general public.
- Skill in reading and comprehending written instructions, manuals, and directions.

SUPERVISORY CONTROLS: The Public Works Crew Leader assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include traffic and safety laws, ADEM guidelines, city ordinances, city safety regulations, and state laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties connected to operating equipment in the maintenance and repair of city streets, the landfill, running routine routes for garbage, recycling and bush pickup and Public Works facilities. Inclement weather and the need to perform work in heavy traffic contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to operating equipment in the maintenance and repair of city streets, the landfill, garbage, recycling and brush pickup and Public Works facilities. Successful performance helps ensure the maintenance and beautification of the City of Hartselle.

PERSONAL CONTACTS: Contacts are typically with co-workers and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

WORK ENVIRONMENT: The work is typically performed in a shop or outdoors where the employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves and ear protection.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Must possess or within six months of hire be able to obtain a valid Alabama Class B Commercial Driver's License with a clean driver history and be insurable.
- Two years experience in a related field of work to include the operation of; brush trucks, tractor and bush hog, dozer, back hoe, track loader, and track hoe and/or laying concrete blocks, pouring and finishing concrete.
- Basic skills typically associated with a high school education.
- Ability to work overtime/weekends as needed.