



JOB DESCRIPTION

POSITION TITLE: **Equipment Operator**

Department	Street	Position #	
PROGRAM #	10-120/10-5120	SALARY RANGE	G-2
REPORTS TO	Foreman/Crew Chief	FLSA STATUS	Non-Exempt
SUPERVISES	No supervisory responsibility	DATE OF REVISION	07/2019

POSITION FUNCTION SUMMARY: Under general supervision, drives and operates light equipment such as small roller, front end loader, tractor mower, dump truck and other similar motorized equipment in the maintenance, repair, installation, and reconstruction of streets, and related public facilities. Assigned to specific jobs; and performs related work and overtime as assigned or required.

An Equipment Operator performs skilled light equipment operational activities in the Street Department. An Equipment Operator may be continuously assigned to operate a specific piece of equipment but will be in training or should be able to effectively operate any equipment owned by the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES: THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE CITY AS THE NEEDS OF THE CITY AND REQUIREMENTS OF THE POSITION CHANGE.

- Drives and operates light moving equipment used in street department projects and repair work involving use of assigned equipment.
- Performs a wide variety of semi-skilled labor relating to street as requested or required.

- Performs operator preventative maintenance by checking tires, lights, brakes, fuel, oil, water and other fluid levels, and notifies the maintenance shop personnel of equipment operational problems.
- Observes gauge indicators or warning lamps to assure proper functioning of equipment and stops equipment operations when severe troubles are indicated.
- Observes proper safety rules to assure safe operations and observes precautionary measures as applied to equipment and personnel.
- Subject to "after hours" over time.
- Required to be on the Street Departments "On Call" rotation list.
- Regular attendance is an essential function of this position.
- Required to work as an essential employee before, during and after an emergency or disaster, whether natural or acts of war.
- Performs other duties, special tasks and responsibilities as directed.

KNOWLEDGE, SKILLS & ABILITIES: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

Knowledge:

- Knowledge of street and drainage maintenance and construction.
- Knowledge and proficient equipment, methods, materials, procedures and tools used in the construction, maintenance and repair of streets.
- Knowledge of departmental policies and procedures.
- Knowledge of the City's policies and procedures.
- Knowledge of Federal, State and Local laws and regulations relating to the maintenance and operation of traffic control.
- Knowledge of safety procedures.

Skills and Abilities:

- Ability to operate equipment safely, skillfully and efficiently.
- Ability to maintain work records, read maps, and follow oral and written instructions.
- Ability to establish and maintain effective relationships with superiors, employees and the public.
- Ability to work long and irregular hours if necessary.
- Ability to perform strenuous physical activities for sustained periods under adverse and stressful conditions.
- Ability to be courteous and respectful to the public.
- Ability to do basic math and use a calculator.
- Ability to take constructive criticism.
- Ability to be a team player.

EDUCATION, EXPERIENCE AND TRAINING: The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Formal Education:

- High school diploma or equivalent GED required

Relatable Work Experience:

- Experience operating light equipment in construction, repair and maintenance

Training (License and/or Certification):

- Class "B" CDL Texas Driver's License or ability to obtain within 1 year of employment
- Must be able to work independently without supervision

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

	Walking required for communicating with other divisions, obtaining information, attending meetings in other buildings. Walking on soft, hard or uneven surfaces pertaining to indoor and outdoor activities.
Stand/Walk	
Sit	Primary work position while operating City equipment and in City vehicle.
Talk/Listen	Most of the workday involves coordinating activities with others.
Reaching/Handling /Fine Dexterity	Some reaching and handling required while doing paperwork, making phone calls and during the operation of City equipment.
Climb/Balance	Required when a crawling on and off equipment, in and out of manholes, inlets and equipment.
Stoop/Crawl/ Kneel/Crouch	Required when servicing equipment, cleaning culvert pipes, loading and unloading materials.
Lift/Move/ Push/Pull	Objects up to 150 pounds. Shovel asphalt, sand, leaves, mud and cement etc. Required with all tools and materials.
Vision	Required to perform all tasks associated with this job.
Foot Control	Required to operate City vehicles and equipment.
	Working at heights; under extreme climatic conditions (heat, cold, humidity, wind, rain, freezing rain, etc.); in confined spaces; with toxic and hazardous materials; in the roadway under high speed and high volume traffic conditions.
Other Conditions	

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 TO PERFORM THE ESSENTIAL FUNCTIONS.

NORMAL HOURS/ DAYS OF WORK	7:00 a.m. to 4:00 p.m., Monday through Friday with possible 9/80 schedule. May be required to work overtime.
DESCRIPTION OF DAILY WORK ENVIRONMENT	The majority of the work will be outside where the employee will be exposed to sun, heat, humidity, rain, cold, and automobile traffic.

This Job Description does not constitute an employment agreement between the City of Richmond and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature

Date