

CODE: 1891
FLSA: NON-EXEMPT
GRADE: 7

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: EQUIPMENT OPERATOR I
PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, in a learning capacity performs a variety of skilled moderate and heavy equipment work operating various construction and maintenance trucks for the Town. Work involves handling the responsibility for safe and efficient operation of various types of maintenance and fleet equipment used in maintenance and repair of streets, including dump trucks, large sanitation trucks, and other moderate and heavy equipment, as a major portion of the work. Reports to the appropriate Supervisor. This is a safety sensitive position.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Operates street, sanitation equipment collecting household trash, excavation, construction, maintenance of Town infrastructure; operates large sanitation trucks, skip steer loaders, rollers, and the asphalt spreader. Also uses lutes, shovels, brooms, jackhammers, and power tools to repair and clean streets; repairs, maintains, and modifies storm drains; digs up concrete; lays asphalt before contractor overlay.

Performs varied manual and equipment operation duties in performing pickup specials and seasonal street maintenance tasks; drives leaf truck along pickup route, picks up leaves with a leaf vacuum, rakes leaves, performs as groundsman; repairs potholes and road shoulders; assists with the operation of tub grinder; assists in other maintenance tasks as required.

Operates dump, pickup, snow plows, skid steer loaders, or similar vehicles; loads and unloads asphalt and gravel; loads sand and salt; plows snow; periodically operates backhoe.

Reports equipment maintenance problems to supervisor; logs mileage; performs a variety of skilled and semi-skilled tasks when not operating equipment.

Performs work on-call in emergencies.

Repairs potholes.

Responds to emergency water breaks and sewer backups if needed.

Loads dump trucks.

Assembles, disassemble, and inspects shoring.

Recognizes safety hazards.

EQUIPMENT OPERATOR I

Spreads gravel, dirt, and other material both by hand and tools.

Writes work reports.

Receives and/or reviews various records and reports such as truck inspection, map readings, work zone, and completion of job.

Prepares and/or processes various records and reports such as sewer inspection, television camera video tapes, television camera reports, truck inspection slips, and job completion reports.

Refers to maps, inspect reports, work orders, memorandums, oral instruction from supervisor, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles and equipment such as skip steer roller, loader, dump trucks, asphalt paver, etc.

Uses a variety of tools such as screwdrivers, nuts and bolts, wrench sets, cables, gas detectors, etc.; a variety of supplies such as color cartridges, paper, video tapes, monitors, blank DVD's, general office supplies, etc.; and a variety of computer software such as POSM, Windows Media, etc.

Interacts and communicates with various groups and individuals such as the Street Maintenance Supervisor, Asphalt crew, Leaf crew, Trash crew, Snow crew, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs grass cutting.

Washes vehicles.

Cleans tools and equipment.

Operates roller to smooth asphalt, base, and coal mix.

Works with other divisions as needed.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with six months to one year of experience in equipment operation; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must possess a valid State commercial driver's license with necessary endorsements.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

EQUIPMENT OPERATOR I

Physical Requirements: Must be physically able to operate a container truck, residential refuse truck, tractors, boom loader, packer, shovel, pick, goggles, gloves and forks. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently, and/or in excess of twenty pounds of force constantly to lift, carry, push, pull or otherwise move objects. Very Heavy Work must be able to lift and/or carry weights of ten to fifty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of reports. Requires the ability to prepare records, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Mechanics.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using trucks, tractors, tools and other equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

EQUIPMENT OPERATOR I

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Street Maintenance Division of the Public Works Department as they pertain to the performance of duties of the Equipment Operator I. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the activities and methods practiced within the Division of the Public Works Department. Has knowledge of and exercises the safe operational procedures for utilizing equipment and tools in the performance of daily activities. Has good working knowledge of safety practices and Virginia highway laws and regulations. Is able to perform preventive and routine maintenance of equipment and machinery. Has comprehensive knowledge of the terminology used within the department. Is able to use independent judgment and discretion as necessary in the performance of daily routine and non-routine activities. Is able to communicate effectively with supervisors, other staff members, members of the general public, and all other groups involved in the activities of the department. Is able to work in extreme weather conditions including smoke, dust, heat, cold, wetness, etc. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Is able to comprehend and complete detailed oral and written instructions and daily work assignments efficiently and in a timely manner as prescribed. Is able to perform manual work requiring good physical condition.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within Town.

EQUIPMENT OPERATOR I

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.