



City of Grants

POSITION DESCRIPTION

POSITION TITLE: Equipment Operator

DEPARTMENT: Street Department

PAY SCALE: Grade IV / IVA

REPORTS TO: Streets Superintendent

SUPERVISES: N/A

POSITION SUMMARY: Under general supervision, an employee in this position operates heavy equipment, maintains equipment, and performs construction and maintenance of City streets, sidewalks, and related infrastructure; and will report to supervisor on areas worked as directed. Employee must maintain an awareness of street infrastructure and communicate/report potential issues to management. The employee may also perform related work within the Street and Public Works Departments as required, including snow removal, flood control, general park and water system repairs, arbor care, irrigation systems and landscape strip or alley maintenance; and additional duties as assigned by supervisor, when needed. Employee is required to respond during emergencies and take on-call shifts as assigned during weekends and holidays.

This position is a safety sensitive position.

PRINCIPLE RESPONSIBILITIES/REQUIREMENTS:

The Streets Equipment Operator must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Works under the direction of the Streets Superintendent.
- Works on projects such as, but not limited to, street maintenance, chip seal projects, sidewalk repair, snow removal, gravel or fill hauling, building maintenance, tree pruning, weed control, right-of-way mowing, curb maintenance and painting, road striping, installing signage, and installing banners.
- Operate technical, mechanical, and heavy equipment used in road maintenance and snow removal.
- Has operating knowledge of hand tools and heavy equipment used within the Street Department or has the ability and desire to learn needed skills.
- Responsible for assuring that all Street Department equipment is operated in a safe and efficient manner.
- Communicates operating conditions of City equipment to Streets Superintendent.
- Responsible for the maintenance of safe conditions while the equipment is in operation.
- Works with Street crew when not operating equipment.
- Work with Department Heads and Supervisors to assure department facilities and equipment are well maintained and safe.
- Performs minor repairs, adjustments, and servicing of equipment in the field and assists in major repairs in the field.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Perform all job functions with special attention to good public relations, safety, health, and proper procedures.
- Utilize proper safety precautions related to all work performed.
- Keep a sufficient inventory of materials, tools, and equipment on site to perform job requirements without interruption.
- Maintain security of the City Property in accordance with City Policy and Procedure.
- Performs other duties as assigned by supervisor which are consistent with the position, and in compliance with the City's Policies and Procedures.
- Understand City of Grants Policy and Procedures as related to the job.
- Regular and consistent attendance for the assigned work hours is essential.
- May have to respond to emergency or abnormal facility situations of normal work shift.
- May be required to adhere to and be available for "on-call" scheduling.
- Follow a specific work schedule as directed.

MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:

- High School diploma, GED or equivalent.
- Must have oral and written communication skills in the English Language.
- Three to Five (3 – 5) years' experience in Road Construction and Maintenance. Other combination of experience and education, which provide the knowledge and skill required to perform the job may be considered.
- Possess or have the ability to obtain a Traffic Control and Flagging Certification.
- Knowledge and ability to work within all applicable laws, rules, and ordinances governing safe vehicle operations.
- Must possess or be able to acquire a standard New Mexico Driver's License, have and maintain a good driving record.
- Must possess a valid New Mexico CDL Class Driver's License.
- Must pass a pre-employment drug test and extensive background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively present information and respond to questions from managers and customers; and know when to refer customers to higher management.
- Ability to work closely with, and discuss projects with, co-workers, other city staff, and management.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to analyze and understand the organizational culture of the Street Department in terms of authority/management.
- Refrain from exposure to risk, conflicts of interest, violations of laws, rules, or ordinances, and unsafe practices.
- Ability to obtain thorough knowledge of materials, methods, and equipment used in road maintenance and repair.
- Ability to operate a variety of motorized and hand tools and equipment proficiently in a safe and effective manner.
- Ability to obtain considerable knowledge of the layout, construction, and condition of the roads within the City.
- Knowledge of traffic laws and safety rules governing operation of motor vehicles and equipment on City roads; including OSHA regulations.
- Ability to establish and maintain proactive customer relations, and an effective working relationship, with the citizens of the City, City and Agency personnel, the vendors and merchants of the City, general members of the public, and all public elected officials. As well as work cooperatively with these diverse groups.
- Skilled in safe operations of assigned vehicles and equipment.
- Skill in the operations of a backhoe and other construction equipment, and heavy machinery, in traffic areas.
- Knowledge of safety precautions, occupational hazards and maintenance of heavy equipment.
- Knowledge of the materials and equipment used in general maintenance and construction work.
- Knowledge of proper sequence of activities to perform the job.
- Ability to operate assigned heavy equipment.
- Ability to intermittently sit and stand as a result of continuously getting on and off equipment.
- Ability to operate heavy equipment for extended periods under unfavorable climatic conditions.
- Ability to follow a firm work schedule as directed by supervisor.
- Ability to perform work that is routine and detailed.
- Ability to move hands easily and skillfully to handle/operate tools and/or machines necessary to perform required tasks.
- Ability to understand City Policy and Procedure in relation to the job position, safety, and health.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to read and interpret documents such as safety rules and City Policies and Procedures.
- Ability to engage in strenuous physical activity in all weather conditions.

GENERAL CONDITIONS:

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative; mature self-direction, responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

While performing the duties of this job, the work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field, outdoors, in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, and upper body twisting, in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires light and heavy lifting, pushing or dragging of equipment and supplies in excess of 100 pounds. The employee frequently is required to stand and walk, as well as sit in heavy machinery or other motor vehicles for prolonged periods of time. Specific vision abilities required by this job include close vision, far vision, depth perception, spatial awareness, and the ability to adjust focus while making visual checks of facilities and working on equipment.

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.

Work is performed in both indoor and outdoor environments; exposure to all weather conditions and under sometimes extreme weather conditions, traffic, and with possible exposure to a variety of safety hazards. Exposure to dust, dirt, heat, cold, humidity, rain, heights, fumes, odors, vibrations, loud noise, constant noise; work on slippery or uneven surfaces; and work with water. Potential exposure to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals. Employee may come in contact with a variety of potentially dangerous working situations that require a combination of good judgement, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment.

Employee must possess ability to: adapt to inclement weather conditions and/or situations, and maintain ability to drive in various weather conditions; perform duties and adapt to flexible work schedules as established by supervisor which includes irregular schedule, occasional weekends, holidays, and scheduled work hours beyond normal business hours, as well as potential on-call schedules.

The noise level in the work environment is usually loud, and may remain at consistent levels of frequency.

EXAMPLES OF WORK EQUIPMENT: Hand tools, motor vehicles, and heavy equipment/machinery may be utilized in various weather and environmental conditions. Noise and vibration of electrical/mechanical equipment occurs frequently.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

CITY MANAGER'S SIGNATURE: *the following signature indicates that the City Manager has approved this position description as of **the** date of signature.*

City Manager

Date

EMPLOYEE'S SIGNATURE: *the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:*

Employee

Date