



# Title: Water/ Wastewater Heavy Equipment Operator

FLSA Status: Non-Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to operate heavy equipment for a variety of construction and maintenance operations within the City. This is accomplished by operating heavy equipment, leading a crew, maintaining equipment, ensuring equipment and materials are sufficient, and preparing a safe work environment. Other duties include performing preventative maintenance, providing traffic control, and interacting with other City employees and citizens. Assist with the preparation of special events.

## ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	V	Maintains City property by operating heavy equipment to sub-grade terrain; digging trenches; excavating water lines; maintaining landscaping while avoiding gas, communications, sewer and electrical lines; and completing various tasks involving the construction, maintenance, and repair of asphalt and concrete streets, roadways, sidewalks, and multi-use pathways	55%
2	L	Promotes the safe use of equipment by performing daily inspections, preventative maintenance and repairs to equipment; reporting any necessary repairs; attending CDL training; and providing assistance as needed	25%
3	M	Transports equipment by loading equipment on trailers and driving to various job sites and picking up equipment after job is completed and returning it to the water warehouse.	15%
4	L	Performs related duties by completing documentation and providing assistance to other departments as needed	5%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Over one year up to and including three years experience.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary responsibility
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid CDL Driver's License with Air Break Endorsements within 6 month probationary period, to be obtained at a later date water and wastewater license.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-				
Sedentary	Light	Medium	Heavy	Very Heavy <b>X</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work site, observing work duties
Sitting	F	driving
Walking	F	around work site
Lifting	F	equipment
Carrying	F	supplies, equipment
Pushing/Pulling	O	equipment, tables and chairs, hose
Reaching	F	for supplies
Handling	F	paperwork
Fine Dexterity	R	calibrating equipment
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	under equipment, inside attics/pipes/ditches
Bending	O	retrieving items from lower shelves/ground, making repairs
Twisting	C	getting inside vehicle
Climbing	O	ladders
Balancing	F	on ladders, on equipment
Vision	C	driving, observing work site
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	C	operating heavy equipment
Other (specified if applicable)	N	



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Street sweeper, tractor, grader, front end loader, dump truck, jackhammer, sledge hammer, shovel, rake, and weed eater

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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<b>-Health and Safety Factors-</b>	
Mechanical Hazards	O
Chemical Hazards	F
Electrical Hazards	O
Fire Hazards	R
Explosives	R
Communicable Diseases	F
Physical Danger or Abuse	F
Other (see 1 below)	N

<b>-Environmental Factors-</b>	
Respiratory Hazards	S
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	M

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, ear plugs, and gloves

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	O
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) Warehouse, Shop, Vehicle, Outdoors

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3)N/A



**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: \_\_\_\_\_  
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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.