



Title: Light Equipment Operator (Full Time- Parks)

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to operate light equipment to repair streets, maintain parks grounds, and other City property. This is accomplished by keeping park grounds mowed and trimmed, maintaining baseball fields, repairing streets, curbs, and drains, and assisting with preparation for 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	L	Maintains City grounds by mowing and trimming; removing tree limbs that hazardous to the public; cleaning ponds and maintaining baseball fields; repairing playground equipment; and installing and repairing fences	25%
2	M	Performs building maintenance by painting facilities; conducting general building maintenance related to repairs and upkeep; pressure washing concrete surfaces; and maintaining department warehouse	25%
3	VH	Responds to customer needs by repairing sewer stoppages, water leaks, and related water/sewer lines; conducting street side maintenance such as sweeping streets and filling potholes; and responding to general inquiries	25%
4	H	Assists with preparation of public events by setting up equipment, tables, and chairs and cleaning surrounding area	25%

**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	Under and including one year 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 detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
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 Driver's License, Class B CDL with airbrake endorsement, and Class D Water/Wastewater Certification (Streets/Solid Waste only)

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	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.

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

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

Tractors, mowers, weed eater, welding rigs, welding torch, shovels, rake, trucks, front end loader, dump truck, back hoe, track hoe, hand tools, brooms, wheelbarrow, and Dura patch machine

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	O
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	O
Other (see 1 below)	N

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, welding mask, ear plugs, rubber boots, slicker suits, and dust masks

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
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: _____

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.