



Title: Equip Operator I

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to maintain the cleanliness, appearance, and infrastructure of the City. This is accomplished by preparing and maintaining equipment; cutting grass; completing landscaping projects; picking up trash; filling pot holes; repairing sidewalks; cleaning catch basins; and operating equipment to perform a variety of jobs as needed. Other duties include cleaning up after parades; checking water drains; helping with sewer drain problems; assisting with sports fields and gyms; and performing some welding and carpentry duties as needed.

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	M	Maintains and operates heavy equipment to perform a variety of tasks by determining what equipment is needed for each job; establishing work zone barricades for safety when needed; keeping equipment oiled and fueled; filling out paperwork to sign in and checkout equipment; transporting materials via truck and dump truck; and operating a street cleaner.	30%
2	M	Maintains City cleanliness by picking up trash around properties; removing litter from parks; emptying trash cans; removing debris from work orders; cleaning up after parades and other events; and removing all trash and debris in catch basins and drains.	25%
3	H	Performs landscaping functions by operating tractor and lawn mowers to cut the grass; directing traffic around areas of work; measuring and planning for tree trimming; using tools to cut tree limbs; removing all debris from cutting and trimming; spraying herbicides; performing maintenance on landscaping equipment; and preparing fields for sports.	25%
4	H	Maintains the infrastructure of the city by repairing sidewalks; utilizing a jack hammer and cement mixer; mixing and pouring cement; determining needed materials; replacing damaged sections of curbs; and filling in potholes or other damage done on streets.	20%



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.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Immediate Direction: 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	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has no budgetary/fiscal 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 (addition, subtraction, multiplication, division). 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 operator's license



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	F	communicating with co-workers, observing work duties, observing work site
Sitting	F	driving, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	F	equipment, supplies
Carrying	F	equipment, supplies
Pushing/Pulling	C	equipment, hose
Reaching	O	for supplies
Handling	O	paperwork
Fine Dexterity	O	calculator, calibrating equipment
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	F	making repairs, retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	F	ladders, onto equipment, stairs, step stool
Balancing	F	on equipment, on ladders, on step stool
Vision	C	driving, observing work site, reading
Hearing	F	communicating with co-workers and on telephone, 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)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Dump truck, tractor, back hoe, lawn mower, jack hammer, pry bar, shovel, rake, broom, hand tools, trash loader, concrete mixer, chainsaw, weed eaters, sprayers, and street cleaner.

ENVIRONMENTAL FACTORS:

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

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, boots, ear plugs, safety vest, and face mask.

NON-PHYSICAL DEMANDS:

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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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	N
Emergency Situation	N
Frequent Change of Tasks	N
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	N
Working Closely with Others as Part of a Team	N
Tedious or Exacting Work	N
Noisy/Distracting Environment	N
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.