

Town of Cheshire
Heavy Equipment Operator (HEO)/Mechanic

Position Title	Heavy Equipment Operator/Mechanic	Grade Level	
Department	Department of Public Works	Date	
Supervisor	DPW Director		

DEFINITION

The Highway Heavy Equipment Operator (HEO)/Mechanic performs manual work for the various operational areas of the Public Works Department, including the maintenance and cleanliness of municipal streets and roadways, operating heavy trucks and machinery, performing a variety of operation, maintenance, repair duties, snow and ice removal, and ensuring the proper working condition of equipment, vehicles, and other property owned by the Town.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintains municipal streets and roads, removes snow, inspects and repairs signs, paints lines, trims trees, mows roadways, cuts back roadside brush, performs tree work, sweeps roads, applies blacktop, and performs a variety of street maintenance functions.
- Operates a variety of motor driven vehicles and equipment including trucks, loaders, crawlers, excavators, front-end loaders, paving machines, graders, jackhammers, and backhoes, ensuring that all safety precautions are followed.
- Performs a CDL circle check, lubricates, adds oil, inflates tires, and otherwise services equipment to ensure proper operation, reports any malfunctions to supervisor, and may assist in making minor repairs and maintenance.
- Uses a variety of power-driven and hand tools to perform assigned tasks.
- Maintains stormwater drainage systems by cleaning, repairing, rebuilding, and installing systems.
- Prepares for and responds to seasonal incidents including snow removal, snow and storm water, flooded areas, construction projects, and repair and maintenance of equipment and machinery.
- Builds retaining walls, stone walls, head walls, culverts, installs gabions, and performs concrete work on sidewalks and other locations.
- Paints buildings, cross walk lines, stop lines, and parking lines.
- Performs general carpentry work.
- Performs emergency activities such as the installation of snow fencing and hay bales in areas subject to flooding.
- Schedules and performs preventative maintenance, diagnostics, and repairs on vehicles and machinery.
- Performs basic auto body work, refinishes apparatus, and performs related welding and sandblasting work.

Town of Cheshire
Heavy Equipment Operator (HEO)/Mechanic

- Recommends whether major repairs are handled in-house or subcontracted to outside vendor.
- Keeps detailed maintenance and repair records.
- Receives, stocks, and controls inventory of parts and supplies for vehicles and equipment.
- Builds and fabricates materials for vehicle and equipment repairs.
- Coordinates annual state inspections on all road vehicles and machinery.
- Participates in professional development to maintain knowledge and licenses or certifications related to the provision of duties and responsibilities.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and requires additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors, and the public, involving frequent explanation, discussion, or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints, interact with challenging personalities, and/or effectively navigate difficult circumstances.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and 1 to 3 years of related experience; or any equivalent combination of education, training, certification, and experience.

CDL Class B with air brake endorsement and Hoisting 2A Licenses required at time of hire, or the ability to obtain.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of materials, methods and current practices essential to the construction and maintenance of streets and roadways as well as related infrastructure and equipment. Knowledge of technical terminology, shop, and grounds machinery and a variety of measuring equipment. Working knowledge of snow and ice removal techniques and practices. Knowledge of field safety. Knowledge of the principles, procedures, methods, and techniques

Town of Cheshire
Heavy Equipment Operator (HEO)/Mechanic

involved in the repair and maintenance of gasoline- and diesel-powered motor vehicles and equipment. Working knowledge of welding, body work and refinishing and computer enabled devices. Thorough knowledge of the repair of electrical and hydraulic systems. Thorough knowledge of safe repair practices.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public, and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently. Ability to follow directions. Ability to operate specialized equipment such as trucks, trailers, backhoes, and loaders in a safe and effective manner. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to read and interpret project drawings, blueprints and maps. Significant mechanical abilities are required to repair and maintain a variety of motorized equipment. Ability to operate light and heavy motor equipment. Ability to use standard and special motor mechanic's tools. Ability to perform welding and brazing operations. Ability to follow detailed written instruction/repair manuals.

Skills: Strong communication skills, problem-solving skills, and customer-service skills. Effective mechanical skills and operation of equipment and vehicles. Ability to troubleshoot electrical and mechanical problems and determine appropriate, cost-effective solutions for vehicles and equipment.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or be under prolonged pressure during emergency situations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

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

Physical Skills

Work requires moderate and intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s), and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties involve assignments requiring application of hand-eye coordination with finger dexterity and motor coordination.

Town of Cheshire
Heavy Equipment Operator (HEO)/Mechanic

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use.