

POSITION DESCRIPTION

Class Title: Equipment Operator/Laborer/Mechanic – Class 1

Department: Road Department

Date: June 14, 2016

GENERAL PURPOSE

Operates a variety of medium and heavy equipment and trucks utilized in construction, maintenance and repair activities; performs a variety of skilled and semi-skilled tasks in the maintenance of equipment, roads and parks, as well as manual labor duties.

SUPERVISION RECEIVED

Works under the general supervision of the Roadmaster.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials and supplies.

Operates trucks and construction or power equipment, such as backhoe, loader, grader, dump truck, snow plow, paver, roller and distributor.

Operates jack hammers, mowers, and other small equipment and tools.

Performs manual labor duties when not operating equipment, such as patch potholes, cutting brush, erecting street signs, cleaning ditches and catch basins.

Performs routine inspection and preventative maintenance on equipment. Reports defects or needed repairs to Roadmaster. Maintains vehicle condition reports of dump trucks.

Performs all duties in conformance to appropriate safety and security standards.

NONESSENTIAL DUTIES

Controls traffic at work sites by flagging to guide traffic through work areas as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school, diploma or GED equivalent; and
- (B) Minimum of two (2) year's experience involving the use and maintenance of medium and heavy equipment as it relates to road construction and maintenance; or
- (C) Any equivalent combination of experience and training.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of heavy equipment operating principles and of the hazards and safety precautions common to heavy equipment operations; working knowledge of the methods, materials and tools used in road maintenance work and facilities maintenance; working knowledge of the practices, methods, materials and tools used in modern equipment and facilities maintenance.

(B) Skill in operation of listed tools and equipment.

(C) Ability to maintain effective preventative maintenance; ability to understand and carry out assigned projects; ability to observe proper safety precautions; ability to work effectively with other employees, supervisors and the public; ability to drive and operate a variety of equipment under varying conditions.

SPECIAL REQUIREMENTS

Must possess a valid Pennsylvania operator's and CDL License – Class A or ability to obtain one.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including backhoe, dump truck, pickup truck, loader, grader, snow plows, roller, paver, distributor, tamper, mowers, saws, pumps, compressors, generators, common hand and power tools, shovels and wrenches; mobile radio and telephone.

PHYSICAL DEMANDS

The physical demands described here are 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 employee is regularly required to sit, stand, walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee regularly is required to see, talk, hear and smell. The employee is frequently required to climb, balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move over 75 pounds with assistance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and 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.

While performing the duties of this job, the employee regularly works in outside weather conditions; and near moving mechanical parts. Employee is frequently exposed to wet and/or humid conditions and vibration; and to fumes or airborne particles, toxic or caustic chemicals and risk of electric shock.

Occasionally work is performed in precarious places.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ROAD DEPARTMENT

AUTHORIZATION FORM FOR EMPLOYMENT

When returning the job application, please enclose a copy of your CDL license as well as any training certificates you feel are applicable to your skill level.

After your application is reviewed and if you are found to have the necessary training, an interview and skills test will be set up.

If you are found to be eligible for employment, a background check may include a criminal history check, CDL drivers record check, CDL drug and alcohol test, personal interviews, etc.

Upon returning the application, I give my permission for this department to review my background and any background records, etc.

Sign Name

Date