

Position:

## HEAVY EQUIPMENT OPERATOR

Classification: 4

Foremen

### Position Purpose:

The purposes of this position are to assist in maintaining all town rights-of-way, equipment and other public property by performing skilled and labor intensive tasks that require the operation of all types of heavy construction equipment owned/leased by the Town, medium and light duty trucks, power tools and equipment, hand tools and instruments, and to complete jobs and projects according to supervisory instructions and expectations. A heavy equipment operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### Supervision:

*Supervision Scope:* Performs varied and responsible duties requiring a knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

*Supervision Received:* Works under the general direction of the Highway Superintendent; follows established department general and special orders, rules, regulations, policies and procedures; expected to use personal initiative and good judgement to satisfactorily complete work and take actions to protect one=s self, other employees, contractors and the public

*Supervision Given:* As directed by the Highway Superintendent, may provide guidance to other highway employees, contractors, temporary or seasonal help. Will oversee road projects while Highway Superintendent performs administrative duties. As well, will serve as acting Road Superintendent in the absence of the Road Superintendent.

### Job Environment:

Work is performed in a garage, yard, and varied field locations; usually noise levels are loud; may be subject to exposure to hazardous substances or materials and electrical shock; work is performed inside and out-of-doors in all weather conditions; work is performed during normal working hours, and as required, during storm and other special or emergency conditions

Requires the driving and operation of light and heavy trucks and equipment including but not limited to: pay loaders, backhoes, grader, snow plows, tractors, lawn equipment, compactor, and

other equipment; also requires the operation of hand tools, power tools, welding equipment, and a jackhammer; occasionally uses a ladder and office equipment (telephone, copier and computer

Has contact with the general public directly, by telephone or two way radio; most contacts are with fellow employees in the department or town government and contractors

### Essential Job 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, in a good, safe and serviceable condition, roads, streets, shoulders, surface and subsurface drainage, related easements, walkways and signs; constructs and reconstructs roadways, maintains and removes trees and branches; maintains, mows and/or clears vegetation from roadsides and intersections; performs snow and ice control operations; replaces and erects and otherwise assists with sign maintenance
- ! Operates safely heavy and light trucks hauling materials and equipment or plowing snow and sanding; observes applicable regulations; safely dumps and or unloads contents; operates equipment attached to the vehicle when performing road maintenance, snow and ice control and other related operations
- ! Operates front end loaders, tractor loaders, backhoes, rollers and uses hand tools to excavate, fill and bring job sites to desired elevations, contours and compaction
- ! Operates a grader to bring roads to final elevations, to establish and maintain a smooth traveled surface and appropriate roadway widths that promote the gradual run off of surface drainage and/or to conduct snow and ice clearing operations
- ! Clears trees, brush and other vegetation from roadways and other public lands using mowers, chain saws, chipper, pruning tools, weed whacker and other power and hand tools to provide for appropriate sight distances, road visibility and sun exposure
- ! Services, cleans, lubricates and otherwise performs routine mechanic work to maintain all highway department tools and equipment in a good and serviceable condition, and in particular the trucks, equipment and tools regularly assigned for his/her use; identifies and, if possible, determines and corrects the causes of vehicle and equipment performance below normal specifications; assists in maintaining complete and accurate vehicle and equipment maintenance records
- ! Performs manual labor and uses hand tools to accomplish completed work as in paving and patching road surfaces, providing proper surface and subsurface drainage, clearing roadsides and in maintaining equipment

- ! Operates highway department communications equipment and computers as assigned in a manner appropriate to performing highway department work as if being monitored by the general public; communicates with his/her supervisor and fellow employees to promote understanding of the work being performed, expectations about job and task completion and otherwise promote the orderly, efficient and effective completion of work
- ! Performs all work, sets up job sites and wears appropriate protective clothing, gear and equipment to promote the safety of one's self, other employees, contractors and the public

#### Other Job Functions:

- ! Works at the transfer station during the absence of other regularly assigned employees to provide for the orderly and safe disposal of household/domestic trash, garbage, refuse, demolition and recycling wastes
- ! Works with contractors to help facilitate performance of their work and otherwise safely accomplish completed work, projects or tasks in an efficient and effective manner
- ! May be required to perform the work of other Highway Department or maintenance employees
- ! Performs similar or related work as required or as the situation dictates

#### Errors and Omissions:

Errors could result in injury to the public and other employees, damage to buildings or equipment, delays in service, the costs for rework, potential liability and litigation.

#### Physical And Mental Effort:

While performing the functions of this job, the employee is required to perform the essential functions, including the ability to sit, stand, walk, listen and operate heavy equipment for extended periods; may come in contact with toxic or caustic chemicals and the risk of electrical shock; is frequently required to talk; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on equipment; specific vision abilities required include close and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle and heavy equipment accurately and efficiently; ability to frequently lift up to 60 lbs and occasionally lift up to 100 lbs; must be able to hear normal sounds, distinguish

sound as voice patterns or vehicle sounds and communicate through human speech using American English.

Minimum Required Qualifications:

Education Training and Experience:

Must have a High School Diploma or GED with 2 years of construction, heavy vehicle driving or heavy equipment operation and routine servicing experience;

Special Requirements:

Must have and maintain: Valid Massachusetts drivers license, a Commercial Drivers License (CDL), a Hoisting Equipment Operators License and a Hydraulics License; Must submit to CDL drug testing regulations

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the safe practices of driving and operating heavy trucks and equipment; working knowledge of road construction, reconstruction, maintenance and equipment maintenance; knowledge of proper equipment and tools to use for different road, vehicle, or other construction/maintenance jobs.

*Ability:* Ability to follow written and oral instructions; ability of work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to complete vehicle maintenance and other routine highway department records; ability to prepare short written communications; ability to perform satisfactorily for extended working hours and at physical labor as necessary; ability to work efficiently and effectively with minimal supervision.

*Skill:* Skill in safely using heavy and light trucks, grader, equipment, snow plows, mowing equipment and other heavy equipment, power tools and hand tools.

*(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)*

I, \_\_\_\_\_ have read, understand and agree to the requirements of this position as outlined above in this job description. Date:        /        /20        .