



Job Description

Title:	Equipment Operator		Revised:	08/01/07
Salary Level:	25		FLSA Status:	Non-exempt
Supervisor:	Lead Maintenance Worker	Supervises:	None	
Job Family:	Maintenance Worker	Bargaining Unit:	Miscellaneous Employees	

JOB SUMMARY:

Performs skilled advanced journey level work and provides technical and functional supervision of the work of a crew in the maintenance of streets, water distribution, sewer collection, buildings and other public works areas. Operates various heavy equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs technical and functional supervision of a work crew on the site of maintenance activities.
- Reviews work and controls the quality of work being performed.
- Assists in developing work plans, procedures and schedules.
- Orders supplies and equipment for work projects.
- Prepares documentation of projects and time worked by assigned staff.
- Performs the maintenance, repair, construction and installation work of streets, parking lots, and other paved surfaces.
- Maintains awareness of safety procedures and practices them on work assignments.
- Performs repaving, patching, overlaying, chuckhole and crack sealing repair of asphalt.
- Prepares trenches for water and sewer installation, backfills trenches and repairs streets upon completion of work.
- Operates hand and power tools and motorized equipment used in maintenance work.
- Maintains, replaces, and repairs water and sewer lines.
- Measures, cuts and threads pipe.
- Cleans and monitors pump stations and related equipment.
- Performs emergency repairs to water, sewer, and drainage systems.
- Sets up traffic control devices at work sites on the streets.
- Responds to citizen complaints and answers questions.
- Maintains hand and power tools and other equipment in working condition.
- Maintains logs of daily activities.
- May make minor adjustments on service equipment.
- May assist in other areas of public works operations.
- May repair, maintain and install water meters and related water service lines.
- May perform general carpentry, electrical, painting, plumbing and mechanical work in building maintenance.
- Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment Operator - Continued

Ability to:

- Supervise and direct the work of a crew of maintenance workers in performance of duties at a work site.
- Perform advanced journey level maintenance work assignments on streets, water and sewer lines and other public works.
- Read, understand and apply safety procedures in operating equipment and performing work assignments.
- Operate specialized and motorized equipment used in public works maintenance work.
- Operate various heavy equipment (i.e., backhoe, dump truck, etc.)
- Read, understand and implement schematic diagrams and blueprints.
- Establish, maintain effective relationships.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Understand, follow oral and written directions.

Knowledge of:

- Assignment, direction and oversight of crews working on public works maintenance work.
- Safety procedures in use of tools and equipment and performance of duties.
- Principles and practices of maintenance and repair of streets, water and sewer lines and other public works.
- Pumps, valves and backflow devices.
- Techniques and procedures of basic carpentry, metalworking, masonry, painting, mechanical and electrical work.
- Reading and implementing blue print and schematic directions.
- Use and operation of tools and equipment used in maintenance work.
- Department operations and policies.
- Applicable sections of codes and laws.

Education and/or Experience:

High school diploma or general education degree (GED); four years experience as a Maintenance Worker II with the City; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

Valid California drivers license, Class B or better.

Equipment operators license if assigned to heavy equipment operations.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Equipment Operator - Continued

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 stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance and perform work which involves the frequent lifting, pushing and or pulling of objects which may approximate 50 lbs. and may occasionally weigh up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an 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 is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.