

City of Mission Job Description

Job Title: **Heavy Equipment Operator**

Classification: **Non-Exempt**

Department: Streets



Division:

Supervisor: Streets Foreman

Effective: 06/03/2013

I. JOB SUMMARY

Operates a bulldozer, backhoe, street sweeper, motor grader, front end loader, and/or track type excavator to move/load dirt/brush, cut grade, clear brush, and clear/clean city right of ways. Drives vehicle to worksite. Performs routine maintenance on equipment before operating such as lubricating, fueling, and cleaning. Maintain machine (s) by lubricating moving parts such as universal joints, steering knuckles, and all other grease fittings on the machines (s) as needed by maintenance schedule. Check fluid levels in steering gear box, transmission, differential, radiator, and other machine fluid containers each day. Checks air pressure in tires. Fills fuel tank with proper fuel at the beginning of each operation day. Records required information about usage and maintenance on proper records on each machine. Checks machine (s) for excessive wear points and/or broken parts and report the information on appropriate forms to the supervisor of the city garage. Cleans equipment as needed or as scheduled on machine maintenance logs. Individual will perform other duties assigned by supervisor/department head as needed.

II. EDUCATION REQUIREMENTS

- High school diploma or GED preferred
- Two years experience operating heavy equipment with Streets and Storm Drainage Construction.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "B" driver's license issued by the department of Public Safety with no moving violations over the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENTS

- Ability to establish and maintain effective working relationship with the general public, supervisor and co-workers.
- Ability to follow both written and verbal instructions that require individual thought.
- Ability to make decisions based on verifiable criteria.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to work to precise tolerances and standards.
- Ability to remember locations of water valves and mains.

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- Ability to perform repetitive work on a continuous basis.
- Ability to produce work to precise tolerances and/or standards.
- Ability to interpret city policy and procedures relative to job duties.
- Ability to maintain accurate records as required on unit (s) operated.
- Ability to make decisions for safe operation of unit (s) to be operated and other work activities, such as: machine operation, surrounding areas such as electric lines/poles, buildings, vehicles, and personnel.
- Ability to work effectively and efficiently without constant supervision and maintain work schedule as directed by supervisor.
- Ability to read and interpret documents such as safety rules and city policy procedures.

V. ESSENTIAL JOB FUNCTIONS

- Must proficiently operate a city owned/leased piece of heavy wheel and/or track type heavy equipment such as a backhoe, front end loader, trenchers, dump trucks for up to 8 hours per day to move/load dirt/brush, cut grade, clean/clear city owned property, and/or excavate material as over rough off road, wet or uneven terrain in inclement weather or darkness.
- Performs routine maintenance on the heavy wheel/track type equipment assigned to operate, such as scheduled lubricating all grease fittings, checking all oil, fuel, and water levels, filling to required operational levels, and cleans the machine after daily use, as needed or as scheduled.
- Must be on call as assigned on nights, weekends and holidays and during inclement weather and especially during emergency situations.
- Performs related street repairs working from land plats, maps and other diagrams.
- Assigns work duties to crew members regarding excavations, back filling trenches and culverts.
- Communicates and supervises other workers in performing routine operations and maintenance.
- Reports to supervisor and advises supervisor of job or project status.
- Maintain a working rapport with other crews and management.
- Mow City properties as directed by management using tractor/mower equipment.
- Paint fire Hydrants as needed.
- Supervise and assist crew in policing work areas.
- Practices and is responsible for good housekeeping around his work area, vehicles and equipment.
- Place safety barrier (s) around worksite as appropriate to protect the worker and the general public.
- Remove roots, debris and other refuse from clogged sewer lines and drains.
- Assist city crew in repairing of damaged streets.
- Service, adjust, and make minor repairs to tools, equipment, machines, and attachments.

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- Keep and complete daily records information as required, on proper forms, for each machine used/operated during work day, such as usage and hours operated.
- Sharpen cutting edge on auger point as needed.
- Check machine (s) for excessive wear points, broken parts, or needed mechanical maintenance and report the information, on day detected, on appropriate forms to the supervisor of the city maintenance garage.
- Perform all job functions with particular attention to proper safety of other workers, buildings, power lines, buried lines and city policies and procedures as related to the job duties.
- Manual labor when not working with heavy equipment and other duties assigned by supervisor.

VI. NON ESSENTIAL JOB FUNCTIONS

- **None**

VII. EQUIPMENT/MATERIALS

Safety equipment/materials to include but not limited to the following:

- Street Sweeper, Motor grader, Bulldozer
- Cleaning rods, Two way radio, Wrench
- Maintainer/grader, Jet rodder, Auger
- Front end loader, Hand tools, Excavator
- Backhoe, Shovel, Pager
- Cell phone, Safety vest, Steel toe boots
- Policy & procedure handbook

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)				X
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals			X	
Outdoor weather conditions				X
Extreme cold (non-weather)			X	
Extreme heat (non-weather)				X
Risk of electrical shock				X
Work with explosives		X		
Risk of radiation		X		
Extreme noise			X	
Vibration			X	

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IX. MANUAL DEXTERITY

Both fine and gross hand manipulation is required to perform essential job functions. Fine hand manipulation is utilized to document information. Gross hand manipulation is required to lift tools from truck.

X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	Wrenches
	6-10 lbs	C	Wrenches
	11-20 lbs	C	Sledge hammer
	21-25 lbs	C	Sledge hammer
	26-50 lbs	O	Bags of cement, water jugs, sledge hammers
	51-75 lbs	F	Removing pumps, installing pumps, latters
	76-100 lbs	O	Removing manhole covers
	Over 100 lbs	O	Removing pumps and checking valves
CARRYING	Up to 5 lbs	C	Wrenches
	6-10 lbs	C	Wrenches
	11-20 lbs	C	Weed eater
	21-25 lbs	C	Sledge hammer
	26-50 lbs	F	Bags of cement, water jugs, sledge hammers
	51-75 lbs	F	Pumps to truck
	76-100 lbs	O	Pumps and checking valves
	Over 100 lbs	O	Ring and covers
PUSH/PULLING	Up to 5 lbs	C	Opening doors
	6-10 lbs	C	Opening and closing valves
	11-20 lbs	C	Turning wrenches
	21-25 lbs	O	Turning wrenches
	26-50 lbs	F	Turning nuts on bolts
	51-75 lbs	F	Closing valves
	76-100 lbs	O	Pulling sewer hose
	Over 100 lbs	O	wheel barrow

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	F	Iron ladder to access drive staff and pumps up to 25 ft.
STOOPING (bending at waist)	C	Raise cover from lift station.
KNEELING (one or both knees)	C	Visual inspection of lift station.
CROUCHING (bending at hips/knees)	C	Lift sewer covers.
CRAWLING	N/A	
REACHING	C	Prime lift station pumps, partial to full arm extension.
TWISTING/TURNING (rotation)	C	Drive to 30 lift station per work shifts.
HANDLING (manipulated objects)	C	Tools, pipes, steering wheel in City of Mission truck.
STANDING	C	Prime lift station pumps, clear sewer lines.
WALKING	C	Search for sewer covers, inspect sewer stoppage.
SITTING	C	Drive to 30 lift stations.
FINGERING (finger dexterity)	C	Turning tools and wrenches
GRASPING (whole hand activities)	C	Both hands to grip tools, pipes and pumps utilizing moderate to heavy force.

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date