

City of Mission Job Description

Job Title: **Heavy Equipment Operator**

Classification: **Non-Exempt**

Department: Parks & Recreation



Division: Parks

Supervisor: Parks Foreman

Effective: 07/21/2008

## I. **JOB SUMMARY**

The individual is responsible for working on a variety of maintenance projects which may include ground keeping, construction, and vehicle operations. May operate several types of heavy power construction equipment; such as trucks and other on-road vehicles that require a Commercial Drivers License, backhoe, grader, street sweeper, scraper, excavator, heavy loaders. Activities may include, but are not limited to, operation of a truck or other vehicle as detailed above, loading and unloading of trucks, mowing with a tractor, operation of a tractor with various PTO or hydraulic driven implements. Mows right of ways as directed. Utilizes lawn tractor equipped with attachments such as mower deck, fertilizer spreader, and aerator. Prunes shrubs, trees and flower beds. Digs holes and trenches with pick and shovel. Plants and waters sod and shrubbery. Places stone and plants flowers in garden areas. Mixes and pours cement for garden areas. Hauls topsoil in wheelbarrow and spreads and levels soil using rake. Irrigates grounds using sprinkler system. Picks up and burns or carts away paper and rubbish. Repairs and paints benches, tables, guardrail, and assists in repair of roads, walks, building, performing minor and routine painting, cleaning, sweeping and weekly up keeping of Parks office. Performs preventive maintenance and repairs on mechanical equipment as needed using appropriate tools. Individual will be assigned other duties as needed by supervisor/department head.

## II. **EDUCATION REQUIREMENTS**

- High school diploma or GED is required.
- Must have oral and written communication skills in English to at least the 9<sup>th</sup> grade level (to include correct spelling).
- Applicant must have at least two (2) years experience operating heavy equipment.
- Applicant must have at least six months experience in lawn care is preferred or the ability to learn the job through on-the-job training.
- Knowledge of proper sequence of activities required to perform the job.

## 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" or "A" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.



#### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to establish and maintain an effective working relationship with co-workers and supervisor.
- Ability to perform repetitive work on a continuous basis.
- Ability to move hands easily and skillfully to handle/operate tools and/or machines to perform required tasks.
- Ability to understand city policy and procedure in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to follow verbal instructions that require individual thought to complete the task or a series of tasks.
- Ability to perform activities of a routine, concrete, or organized nature.
- Ability to hear well enough to be able to communicate over a 2 way radio system and be able to hear noises as related to safety of operating the equipment.

#### **V. ESSENTIAL JOB FUNCTIONS**

- Operate a city owned/leased piece of heavy wheel and/or track type heavy equipment for up to 8 hours per day to move/load dirt/brush, cut grade, clean/clear, and/or excavate material as assigned or instructed.
- 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 schedule.
- Keep and complete daily records information as required, on proper forms, for each machine used/operated during work day, such as usage, hours operate.
- Checks 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 aspects of operating the equipment with special attention to safety of other workers, buildings, power lines, buried lines, etc.
- Mows and trims grass by hand or with gasoline powered mower, line trimmer, and blowers as directed.
- Plant flowers, shrubs, trees, and spread fertilizer on designate areas as assigned.
- Pickup trash or debris from park grounds or buildings as schedules or as designated.
- Operate a push mower, lawn tractor, line trimmer, and blower as directed or assigned.
- Push/pull with approximately 75 pounds of strength to use lawn mower, fertilizer spreader, wheelbarrow, etc.
- Sweeps walkways and sidewalks with broom or blower as assigned or scheduled.
- Irrigates park lawns as scheduled.
- Sweep, mop, vacuum and/or dust floors in parks office as scheduled or directed.

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- Trim shrubbery and grass around walkways, sidewalks, and buildings as assigned.
- Perform routine maintenance such as repairing and painting benches, tables, guard rail as scheduled or assigned.
- Repair and maintain tools and equipment as scheduled or assigned.
- Keep assigned park area clean, neat, and in an attractive condition as instructed.
- Perform all job functions with special attention to good public relations, safety, health, and proper procedures.
- Follow a specific work schedule as directed.
- Keep a sufficient inventory of materials, tools, and equipment on site to perform job requirements without interruption.
- Maintain security on the city property in accordance with city policy and procedure.
- Understand City of Mission policy and procedures as related to job as necessary.

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- Setting up of special events directed by Parks and Recreation Director.
- Assist in the emergency preparations for hurricanes and tornados and other weather preparations.

**VII. EQUIPMENT/MATERIALS**

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

- City vehicle, Shovel, Rake, Clippers
- Backhoe, Water Truck, Grader, Street Sweeper
- Scraper, excavator, Heavy loaders
- Fertilizers, Hand saw, Mop, Pick
- Broom, Wheel barrow, Hoe, Line trimmer
- Cement mixer, Vacuum Cleaner, Paint, Shears
- Paint brushes, Push mower, Hand saw, Riding mower
- Power blower, Mower attachments, Small power hand tools

**VIII. WORK ENVIRONMENT**

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

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



**IX. MANUAL DEXTERITY**

Gross and fine finger dexterity are required to perform essential job functions. Gross hand and fine finger dexterity manipulation is performed to grip tools for lawn care and maintenance of City parks.

**X. PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>C</b>	Floor to knuckle unload tools from utility vehicle and while mowing and planting picking up supplies and materials.
	6-10 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	11-20 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	21-25 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	26-50 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	51-75 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>C</b>	Floor to knuckle unload tools from utility vehicle and while mowing and planting picking up supplies and materials.
	6-10 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	11-20 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	21-25 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	26-50 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	51-75 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the ship to vehicle and picking up supplies and materials.
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>F</b>	Using weedeater to trim grass
	6-10 lbs	<b>F</b>	Using weedeater and mower to cut and trim grass.
	11-20 lbs	<b>F</b>	Using weedeater and mower to cut and trim grass.
	21-25 lbs	<b>F</b>	Using weedeater and mower to cut and trim grass.
	26-50 lbs	<b>F</b>	using push mower to cut grass.
	51-75 lbs	<b>F</b>	using push mower to cut grass.
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

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



**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>F</b>	City vehicle and heavy driving equipment.
<b>STOOPING</b> (bending at waist)	<b>F</b>	When planting shrubs, flowers, and picking up debris and repairing lawn mower.
<b>KNEELING</b> (one or both knees)	<b>F</b>	When planting shrubs, flowers, and picking up debris and repairing lawn mower.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	When planting shrubs, flowers, and picking up debris and repairing lawn mower.
<b>CRAWLING</b>	<b>N</b>	
<b>REACHING</b>	<b>C</b>	Retrieve tools or parts with partial to full arm extension.
<b>TWISTING/TURN</b> (rotation)	<b>C</b>	Up to 180 degrees at waist, shoulder, and neck level to perform repairs and while driving city vehicle.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Pencils & pens for work orders and reports, telephone, steering wheel, materials, and supplies
<b>STANDING</b>	<b>F</b>	During lawn equipment inspection.
<b>WALKING</b>	<b>F</b>	Towards vehicle, city buildings, and when mowing parks.
<b>SITTING</b>	<b>F</b>	Driving city vehicle.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Pencils & pens for work orders and reports, telephone, steering wheel, materials, and supplies
<b>GRASPING</b> (whole hand activities)	<b>C</b>	Pencils & pens for work orders and reports, telephone, steering wheel, materials, and supplies
<b>N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%</b>		

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