

City of Mission Job Description

---

Job Title:	<b><u>Heavy Equipment Operator II</u></b>	Classification:	<b>Non-Exempt</b>
Department:	Sanitation	Division:	
Supervisor:	Sanitation Supervisor	Effective:	11/22/2019

---



**I. JOB SUMMARY**

Operates and maintains heavy equipment to include front, side and end loader, residential side loader, roll-off truck, roll-off compactor, bulldozer, backhoe and street sweeper. 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 and submit routine reports with 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. Cleans equipment as needed or as scheduled on machine maintenance logs. Individual will perform other duties assigned by supervisor as needed.

**II. EDUCATION REQUIREMENTS**

- High school diploma or GED preferred, but not required.
- One to three years related work experience.
- Knowledge of the geography of the City of Mission.

**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 Texas CDL Class A 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 effectively perform duties with minimum supervision.
- 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.

Job Title: **Heavy Equipment Operator II**



con't – page 2

- 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 equipment such as a side loader truck, brush truck, dump trucks from 8 to 10 hours per day to pick up and transport trash and/or brush to designated landfill.
- Performs routine maintenance on the heavy 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.
- Reports to supervisor and advises supervisor of job/route status.
- Responds to complaints at the curb, resolves complaints within scope of authority.
- Maintain a working rapport with other crews and management.
- Practices and is responsible for good housekeeping around his work area, vehicles and equipment.
- Place safety devices around heavy equipment on emergencies as appropriate to protect the worker and the general public.
- Service, adjust, and make minor repairs to truck and/or equipment.
- Keep and complete daily records information as required, on proper forms, for heavy equipment operated during work day, such as usage and hours operated.
- Check heavy equipment 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, pedestals, poles, valves, and city policies and procedures as related to the job duties.
- Must be able to operate equipment safely and efficiently.
- Operates a collection vehicle over a designated route, servicing solid waste container, or yard waste as assigned and placing waste into a collection vehicle, and returning containers to their designated service area and in final transports such waste material to the landfill or processor for disposal.

---

Job Title: **Heavy Equipment Operator II**



con't – page 3

---

- Operate truck-mounted and/or tractor mounted boom and other equipment used in trash collection for commercial, residential and/or brush services.
- Drives vehicle to a sanitary landfill or processor for disposal.
- Must maintain constant vigilance of surrounding conditions in order to assure safety conditions for the collection personnel and the general public.
- Manual labor when not working with heavy equipment and other duties assigned by supervisor.
- Perform other duties as assigned, to include but not limited to, assigned recycling routes, sanitation yard maintenance, and heavy equipment clean-up/wash.

**VI. NON ESSENTIAL JOB FUNCTIONS**

- **None**

**VII. EQUIPMENT/MATERIALS**

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

- Bulldozer, Refuse Truck, Roll off Truck
- Front end loader, Hand tools, Excavator
- Backhoe, Shovel, Pager
- Cell phone, Safety vest, Steel toe boots
- Personnel Policy Manual

Job Title: **Heavy Equipment Operator II**



con't – page 4

**VIII. WORK ENVIRONMENT**

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

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		

**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.

Job Title: **Heavy Equipment Operator II**



con't – page 5

**X. PHYSICAL DEMAND ANALYSIS**  
**MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	O	Wrenches
	6-10 lbs	O	Wrenches
	51-75 lbs	O	Removing pumps, installing pumps, latters
<b>CARRYING</b>	Up to 5 lbs	O	Wrenches
	6-10 lbs	O	Wrenches
	51-75 lbs	O	Pumps to truck
	76-100 lbs	O	Pumps and checking valves
<b>PUSH/PULLING</b>	Up to 5 lbs	C	Opening doors
	11-20 lbs	O	Turning wrenches

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

Job Title: **Heavy Equipment Operator II**



con't – page 6

**NON-MATERIAL HANDLING ACTIVITIES**

<b>CROUCHING</b> (bending at hips/knees)	<b>O</b>	Getting in and out of truck.
<b>CRAWLING</b>	<b>N/A</b>	
<b>REACHING</b>	<b>C</b>	Closing can lids.
<b>TWISTING/TURNING</b> (rotation)	<b>F</b>	While driving trucks.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Tools, pipes, steering wheel in City of Mission truck.
<b>STANDING</b>	<b>O</b>	When pouring gas into trucks.
<b>WALKING</b>	<b>F</b>	When approaching trucks.
<b>SITTING</b>	<b>C</b>	When driving trucks.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Turning tools and wrenches while operating truck controls.
<b>GRASPING</b> (whole hand activities)	<b>C</b>	When climbing into truck.

**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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date