

City of Mission Job Description

Job Title: **Heavy Equipment Operator**

Classification: **Non-Exempt**

Department: Public Works



Division: Water Distribution

Supervisor: Foreman

Effective: 08/07/2012

I. **JOB SUMMARY**

The individual is responsible for cleaning all main sewer lines of the City of Mission. He may inspect manholes to locate stoppage, remove roots, debris, and other refuse from clogged sewer lines and drains using portable sewer cleaning machine (electric or gasoline engine driven). Fit front end of auger, using wrench, and lower guide into position in the sewer. Individual will be responsible for periodic maintenance on equipment and operate vacuum vactor truck on a regular basis. Cleans and replaces manhole covers. Notifies supervisor of damaged sections of sewer pipe. Services, adjusts, and makes; minor repairs to equipment, machines, and attachments. Reports to supervisor on areas worked and status of job or project as directed. This position is on a mandatory rotating on call list. Individual will perform other duties assigned by supervisor/department head as needed.

II. **EDUCATION REQUIREMENTS**

- High school diploma or GED required.
- Must have oral and written communication skills in English to at least the 9th
- Two years experience with backhoe with utility construction and plumbing practices experience.
- Have a working knowledge of construction and plumbing practices and procedures.
- Requires Class III collections license or the ability to test and obtain said certificate within a time period not to exceed 2 years from date of hire.

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 and valid class "B" driver license issued by the Texas Department of Public Safety or the ability to obtain a "B" license within one year of date of hire.

IV. **SKILL AND ABILITY REQUIREMENTS**

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business manner.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to establish and maintain effective working relationship with the supervisor and crew members.

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- Ability to follow both written and verbal instructions that require individual thought.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to make decisions based on verifiable criteria.
- Ability to work to precise tolerances and standards.
- Ability to remember locations of water valves and mains.
- Ability to perform repetitive work on a continuous basis.
- Ability to produce work to precise tolerances and/or standards.
- Ability to handle special projects of diverse nature as assigned.
- Ability to follow a work schedule with a minimum of supervision.
- Ability to read and interpret documents such as safety rules and city policy procedures.

V. ESSENTIAL JOB FUNCTIONS

- Must proficiently operate backhoe, front end loader, trenchers, dump trucks over rough off road, wet or uneven terrain in inclement weather or darkness.
- Install, maintain, repair, and service water distribution and sewerage infrastructures.
- Must be on call as assigned on nights, weekends and holidays and during inclement weather and especially during emergency situations.
- Replace and or repair valves and hydrants.
- 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.
- Assists in the installing, repairing, and replacing of water and sewer mains and pipeline.
- Installs, repairs or relocates water meters using hand tools.
- Examines water and sewer pipes to detects leaks and informs consumer of any interruption of service.
- Operates mainline valve to close water flow through line.
- Install, repair or replace sewer pipe, manholes or cleanouts.
- Communicates with 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.
- Supervise crew members.
- Flush, test and paint fire Hydrants as needed.
- Open and close water valves.
- Supervise and assist crew in policing work areas.
- Practices and is responsible for good housekeeping around his work area, vehicles and equipment.

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- Flush dead end mains.
- Locate, remove manhole covers, and inspect sewer lines to locate stoppage.
- 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.
- Move into position, assemble, and operate sewer cleaning equipment which the City utilizes for that purpose.
- Rotate cleaning rods/auger by hand until stoppage is reached.
- Pulls lever (s) and/or depresses pedal (s) of machine to advance the cleaning tool through the obstruction.
- Retract rods/auger to drag out obstructions which have been cut by the auger.
- Cleans area around manhole and replace manhole cover.
- Notify supervisor of damaged sections of sewer pipe.
- Assist city crew in repair of damaged sewer pipe.
- Service, adjust, and make minor repairs to tools, equipment, machines, and attachments.
- Sharpen cutting edge on auger point as needed.
- Perform all job functions with particular attention to proper safety and city policies and procedures as related to the job position.

VI. NON ESSENTIAL JOB FUNCTIONS

- None

VII. EQUIPMENT/MATERIALS

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

- Drive vacuum and vactor Truck, Hand tools, Safety vest
- Cleaning rods, Two way radio, Steel toe boots
- Wrench, Jet rodder, Work orders
- Sewer cleaning equipment, Clip board, Auger
- Policy & procedure handbook

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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	

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 and to drive heavy equipment.

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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
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 latter 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