

## CITY OF OVERLAND PARK POSITION DESCRIPTION

|   |  |  |                              |
|---|--|--|------------------------------|
| <b>TITLE:</b>   | Equipment Operator                         | <b>BAND/LEVEL:</b>                         | Oprs III                     |
| <b>DEPARTMENT:</b>                                    | Public Works                               | <b>JOB NO:</b>                             | 7400                         |
| <b>DIVISION:</b>                                      | Public Works Maintenance                   | <b>DATE:</b>                               | 9/16/2014                    |
| <b>REPORTS TO:</b>                                    | Supervisor, Public Works Maintenance       | <b>FLSA STATUS:</b>                        | NE                           |
| <b>FULL-TIME:</b> <input checked="" type="checkbox"/> | <b>PART-TIME:</b> <input type="checkbox"/> | <b>TEMPORARY:</b> <input type="checkbox"/> | <b>COST CENTER:</b> 330, 331 |

**REPLACES:** Equipment Operator

**DATE:** 5/7/2013

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### **JOB SUMMARY STATEMENT:**

Operates various types and sizes of mobile equipment such as; tracked and rubber tired backhoes, wheeled and skid steer bucket loaders, roller drum asphalt compactors, sewer jetting machines and street sweepers. Regularly inspects equipment for proper operation and performs rudimentary mechanical maintenance. Uses equipment to safely and effectively clean, maintain and/or repair city streets, sidewalks, storm drains and other public infrastructure. Responds to after hour or emergency work needs as required. Serves as work team lead where assigned.

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### **DUTIES AND RESPONSIBILITIES:**

#### General:

1. Operates skid-steer style loaders and various special use attachments such as; asphalt planer, point breaker, sweeper brush bucket and post hole auger.
2. Operates tracked or wheeled bucket loaders in the stockpiling and/or transport of various materials such as soil, rock salt and gravel. Loads trucks within their carrying capacity and follows safe work practices.
3. Operates tracked or rubber tired backhoes to excavate, places material and/or removes debris such as; concrete slabs or fallen trees, digs holes, and asphalts streets,. Operates various special use attachments such as; hydraulically driven point breakers and soil compaction tampers.
4. Transports equipment using fifth wheel tractor trailer and straight truck with bumper pull trailer, requires loading and unloading of bulky equipment from tilt bed and goose neck lowboy trailers. Maintains knowledge of regulations and proper techniques for transporting heavy equipment locally and across state lines.
5. Drives single axle, tandem axle and one-ton truck dump trucks, including use of attachment salt spreaders, front mounted snow plows and side mounted wing plows.
6. Participates in the Maintenance Division's snow and ice control program. Maintains proficiency in the operation of snow plow trucks so as to serve as a model to others in operating snow plow trucks and a technical resource in the mechanical operation of snow plowing equipment. Maintains above average knowledge in the connection and disconnection of snow plowing equipment attachments. Serves as a work crew lead in the cleaning of snow plowing equipment and in performing common mechanical maintenance to the equipment such as greasing, minor wear part replacement and manual adjustment of moving parts.
7. Performs "walk-around inspection" prior to operation and replenishes fluid levels, completes required logbooks, checks visible components for excessive wear or cracks such as hoses and belts. Reports malfunctioning equipment to supervisor. Performs minor equipment maintenance such as the replacement of bolt on components i.e., v-belts, hoses and sweeper brushes. Operates equipment safely in accordance to the manufacturer's operation manual. Responsible for the cleaning and care of assigned equipment.
8. Serves as a work crew lead, when assigned. Responsible for ensuring equipment and materials assigned to the crew are brought to the job site. Monitors job safety, addresses safety issues and/or reports them to the crew supervisor. Maintains knowledge of work zone traffic control and ensures the crew's work zone is properly signed. Delegates the crew's job tasks to other team members and verifies the work is complete as instructed.
9. Trains others in the proper operation, inspection and care of equipment, as assigned.

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10. Performs light mechanical shop work, including the use of cutting torches, welding equipment and various pneumatic and manual hand tools.
11. Assists others in the general maintenance and repair of city infrastructure. Performs other duties as assigned such as shoveling, asphalt raking, and jack-hammering.
12. Performs basic data entry work using a computerized work management system.
13. Reads and interprets equipment operating/ maintenance manuals, construction blue prints, work schedules, and utility location information.

Streets:

1. Primary duties focused on the maintenance, repair and general upkeep of public streets, curbs, bridges, sidewalks, retaining walls and parking lots.
2. Operates oil distributor truck to place road oils in connection with asphalt paving and/or street seal coating. Applies road oils to assigned specifications and monitors the truck's oil distribution equipment for proper operation.
3. Operates steel drum or pneumatic wheel compaction roller to compact freshly laid asphalt. Compacts asphalt to assigned specifications using proper asphalt mat rolling techniques, proper application of roller vibrating mechanisms and correct roller speeds.
4. Operates asphalt paving machine to place asphalt. Paves streets and parking lots to assigned specifications and/or as instructed. Coordinates the delivery of asphalt from trucks on the jobsite to the paving machine, ensures unloading of asphalt into the machine is performed effectively and safely.
5. Operates toothed drum milling machine to remove asphalt or concrete surfaces. Mills surfaces to assigned depths. Coordinates the loading of milled material from the machines material conveyor onto job site trucks.

Stormwater:

1. Primary duties focused on the maintenance, repair and general upkeep of public storm drain piping, inlet structures, open flow drainage channels and the sweeping of city streets.
2. Operates combination water jet and vacuum truck to clean and remove debris from storm drains. Monitors water jet hoses for wear, uses mechanical joining equipment to replace worn sections of hose.
3. Operates street sweepers to remove debris from streets and parking lots. Monitors the amount of debris collected and tracks daily totals as assigned. Organizes the removal and transport of collected debris. Maintains proper broom adjustment to maximize machine effectiveness. Cleans sweeper daily. Assists equipment mechanics as assigned in performing major mechanical repairs.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or equivalent. Possession of a valid Class A commercial driver's license with air brake and tankers endorsements. Possession of ATSSA or IMSA Construction Traffic Flagger and Work Zone Safety Certification. Must maintain an insurable driving record.

### **EXPERIENCE:**

5 years general construction experience to include the operation of mobile construction equipment and heavy duty vehicles, or an equivalent level of experience.

### **SKILLS:**

1. Good oral and written communication skills.
2. Good listening skills.
3. Manual dexterity.
4. Good driving skills
5. Welding skills.
6. Leadership and interpersonal skills, ability to train and lead others.
7. Mechanical maintenance skills.
8. Basic computer skills

### **MENTAL REQUIREMENTS:**

1. Ability to analyze work conditions, recognize safety hazards and correctly respond.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.
4. Ability to work independently.
5. Ability to work in teams.
6. Ability to logically evaluate situations and develop planned response actions
7. Ability to work under distracting conditions.
8. Mechanical aptitude.
9. Alpha/ numeric recognition.
10. Ability to carry out assignments through oral and written instruction.
11. Ability to read and comprehend drawings/ written documents such as employee handbook, operator's manuals, and utility location diagrams, etc.
12. Diplomacy and tactful judgment.
13. Logical reasoning.

### **PHYSICAL REQUIREMENTS:**

1. Hand, eye and body coordination adequate to operate moderately heavy to heavy machinery, equipment and vehicles.
2. Ability to withstand extreme weather conditions.
3. Exposure to vibrations.
4. Ability to stand, sit or walk for extended periods of time.
5. Ability to transverse rough terrain on foot.
6. Ability to climb up and down for distances.
7. Ability to work with exposure to noise.
8. Ability to distinguish colors.
9. Ability to drive city vehicles and operate mobile construction equipment.
10. Ability to work at extended heights
11. Visual stamina and acuity adequate to review alpha/numeric data.

### **SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Indirect – team leader role.

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The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

## ESSENTIAL FUNCTIONS

| ACTIVITY  | DURATION   | DESCRIPTION  |
|-----------|------------|--|
| Standing  | Frequent   | even and uneven surfaces                           |
| Walking   | Frequent   | even and uneven surfaces                           |
| Sitting   | Frequent   | motor vehicle operation                            |
| Driving   | Frequent   | motor vehicle operation                            |
| Bending   | Frequent   | various postures required to complete requirements |
| Stooping  | Frequent   | various postures required to complete requirements |
| Twisting  | Frequent   | various postures required to complete requirements |
| Kneeling  | Frequent   | various postures required to complete requirements |
| Squatting | Frequent   | various postures required to complete requirements |
| Crawling  | Occasional | various postures required to complete requirements |
| Stairs    | Occasional | enter / exit vehicle - cab and truck bed           |
| Ladders   | Occasional | enter / exit various surfaces on vehicles          |

| LIFTING             | WEIGHT    | HEIGHT         | FREQUENCY | DURATION   | DESCRIPTION               |
|---------------------|-----------|----------------|-----------|------------|---------------------------|
| Hub                 | 58 lbs.   | 24-0 inches    | variable  | occasional | two hand lift             |
| Brake Drum          | 112 lbs.  | 0-24 inches    | variable  | occasional | two hand lift             |
| Miscellaneous tools | 0-10 lbs. | 0-60 inches    | variable  | frequent   | one or two hand lift      |
| Tack Oil Wand       | 7 lbs.    | 0-69 inches    | variable  | occasional | street repair             |
| Shovel with asphalt | 0-35 lbs. | 0-56 inches    | variable  | occasional | street repair             |
| Street saw          | 40 lbs.   | 0-19 inches    | variable  | occasional | street repair             |
| Wand                | 5 lbs.    | 0-69 inches    | variable  | occasional | street repair             |
| Spray cart          | 90 lbs.   | 0-49 inches    | variable  | occasional | bridge crew - 2 person    |
| Traffic cones       | 25 lbs.   | 0-49 inches    | variable  | occasional | bridge crew               |
| Traffic baracade    | 22 lbs.   | 0-49 incches   | variable  | occasional | bridge crew               |
| Carbite Blade       | 61 lbs.   | 0-24 inches    | variable  | occasional | snow preparation-2 person |
| Salt Spinner        | 100 lbs.  | 0-24 inches    | variable  | occasional | snow preparation-2-person |
| Tailgate doghouse   | 95 lbs.   | 0-61 inches    | variable  | occasional | snow preparation-2-person |
| Concrete            | 80 lbs.   | floor to waist | variable  | occasional | misc. requirements        |
| Backing Plate       | 150 lbs.  | 0-24 inches    | variable  | occasional | snow preparation-2-person |

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

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| Carrying            | WEIGHT    | DISTANCE   | FREQUENCY | DURATION   | DESCRIPTION               |
|---------------------|-----------|------------|-----------|------------|---------------------------|
| Hub                 | 58 lbs.   | 0-5 feet   | variable  | occasional | two hand carry            |
| Brake Drum          | 112 lbs.  | 0-5 feet   | variable  | occasional | two hand carry            |
| Miscellaneous tools | 0-10 lbs. | 0-100 feet | variable  | occasional | two hand carry            |
| Tack Oil Wand       | 7 lbs.    | 0-30 feet  | variable  | occasional | two person carry          |
| Shovel with asphalt | 0-35 lbs. | 0-15 feet  | variable  | frequent   | street repair             |
| Street saw          | 40 lbs.   | 0-50 feet  | variable  | occasional | street repair             |
| Wand                | 5 lbs.    | 0-15 feet  | variable  | occasional | street repair             |
| Spray cart          | 90 lbs.   | 0-10 feet  | variable  | occasional | bridge crew               |
| Traffic cones       | 25 lbs.   | 0-200 feet | variable  | occasional | bridge crew               |
| Traffic baracade    | 22 lbs.   | 0-200 feet | variable  | occasional | bridge crew               |
| Carbite Blade       | 61 lbs.   | 0-10 feet  | variable  | occasional | snow preparation-2-person |
| Salt Spinner        | 100 lbs.  | 0-25 feet  | variable  | occasional | snow preparation-2-person |
| Tailgate doghouse   | 95 lbs.   | 0-25 feet  | variable  | occasional | snow preparation-2-person |
| Backing plate       | 150 lbs.  | 0-10 feet  | variable  | occasional | snow preparation-2-person |
| Rubber blade        | 90 lbs.   | 0-10 feet  | variable  | occasional | snow preparation-2-person |

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| PUSHING                          | FORCE     | FRQNCY/DUR | DESCRIPTION                     |
|----------------------------------|-----------|------------|---------------------------------|
| Air compressor vacuum / charger  | 18.5 lbs. | occasional | horizontal force; two hand push |
| Tire from ground level           | 38 lbs.   | occasional | vertical force; two hand push   |
| Torque required to utilize tools | variable  | variable   | one or two hand requirement     |
| Street roller                    | 20 lbs.   | occasional | street repair - 2 hand push     |
| Street saw                       | 35 lbs.   | occasional | street repair - 2 hand push     |
| Spray cart                       | 15 lbs.   | occasional | bridge crew - 2 hand push       |
| Snow blade                       | 40 lbs.   | occasional | snow preparation-2- person      |
| Salt spinner push/pull           | 100 lbs.  | occasional | snow preparation-2- person      |

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| PULLING                          | FORCE     | FRQNCY/DUR | DESCRIPTION                     |
|----------------------------------|-----------|------------|---------------------------------|
| Air compressor vacuum / charger  | 18.5 lbs. | occasional | horizontal force; two hand pull |
| Torque required to utilize tools | variable  | variable   | one or two hand requirement     |
| Street roller                    | 20 lbs.   | occasional | street repair - 2 hand push     |
| Street saw                       | 35 lbs.   | occasional | street repair - 2 hand push     |
| Spray cart                       | 15 lbs.   | occasional | bridge crew - 2 hand push       |
| Snow blade                       | 40 lbs.   | occasional | snow preparation                |

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

| REACHING              | DURATION | DESCRIPTION                                    |
|-----------------------|----------|--|
| Below Knee Height     | frequent | type of job dependent                          |
| Below Waist Height    | frequent | type of job dependent                          |
| Forward > 2 Feet      | frequent | type of job dependent; motor vehicle operation |
| Above Shoulder Height | frequent | type of job dependent                          |
| Lateral Reach         | frequent | type of job dependent; motor vehicle operation |

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*\* Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

| FINE MOTOR                | DURATION | DESCRIPTION                                    |
|---------------------------|----------|--|
| Gripping                  | frequent | type of job dependent; motor vehicle operation |
| Pinching                  | frequent | type of job dependent; motor vehicle operation |
| Wrist Flexion & Extension | frequent | type of job dependent; motor vehicle operation |
| Wrist Lateral Deviations  | frequent | type of job dependent; motor vehicle operation |
| Pronation & Supination    | frequent | type of job dependent; motor vehicle operation |

*\* Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

**Proprioception Requirements:** all equipment operators are required to be able to identify / assemble / disassemble items (nuts, bolts, washers, etc.) with bilateral hands / fingers without having a direct line of site to the item.

**Stairs:** all equipment operators are required to be able to enter / exit vehicles with steps 19 inches and 27 inches from ground level.