

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Equipment Operator	BAND/LEVEL:	Oprs III
DEPARTMENT:	Public Works	JOB NO:	7400
DIVISION:	Public Works Maintenance	DATE:	5/7/2013
REPORTS TO:	Supervisor, Public Works Maintenance	FLSA STATUS:	NE
FULL-TIME: XX	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 330, 331

REPLACES: Equipment Operator

DATE: 3/25/2012

JOB SUMMARY STATEMENT:

Operates various types of moderately heavy to heavy equipment. Checks equipment prior to operation. Repairs city streets, sidewalks, catch basins, ditch liners, right-of-ways, and related public works field facilities. Responds to emergency situations as required. Serves as team leader.

DUTIES AND RESPONSIBILITIES:

1. Operates single axle, tandem or one-ton truck with spreader and front and wing plows to clear streets of snow and ice. Mounts front and wing plows and spreader equipment. Hooks up hoses and time down straps. Proceeds to assigned route exercising extreme caution. Cleans all equipment and performs maintenance when shift ends.
2. Operates backhoe or excavator to accomplish activities such as ditching, asphalt tear-out, concrete tear-out, installation of storm drainage pipe, and back filling. Will operate attachments as required such as hydraulic jackhammer.
3. Operates track loader to excavate or fill to grade, remove trees or old structures, load trucks, place materials or other similar activities. Loads machine on trailer and pulls to work site.
4. Operates oil distributor with full width bar and chip spreader in the process of seal coating city streets.
5. Operates steel or pneumatic eight to twelve ton roller in the process of placing asphalt or seal coating on city streets. Loads machine on trailer and pulls to work site.
6. Operates grader to spread materials, establish proper grade profile, smooth surface of gravel roads and shoulders and cut or maintain roadside ditches.
7. Operates truck during chip-sealing operation by backing truck to chipper and hitching on the run. Shifts truck out of gear and raises the bed at the same time to insure safety of operation.
8. Operates asphalt paver to place asphalt. Insures proper thickness of materials placed. Cleans equipment at end of shift.
9. Operates wheel loader to load trucks and place materials.
10. Operates skid-steer loader to load trucks and place materials. Operates and maintains various special use attachments including planer, jack hammer, brush bucket and post hole auger. Loads machine onto trailer and pulls to work site.
11. Operates semi-tractor trailer rig or tandem with a trailer to move heavy equipment or other items. Loads and unloads equipment onto trailer.
12. Operates a tandem or single axle truck to haul tear-out materials from and asphalt or other required materials to repair site. Loads materials by hand or with the use of equipment. Places signs around the work area.

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13. Performs "walk-around inspection" prior to operation and replenishes fluid levels and completes required logbooks. Replaces hoses and belts, and checks frame for broken parts and cracks. Reports malfunctioning equipment to supervisor. Operates all machinery in a safe and judicious manner according to the manufacturer's operation manual. Cleans and performs routine maintenance and minor repairs to assigned equipment as needed.
14. Performs shop work to make equipment ready for use. Operates cutting torch and welding equipment. Performs minor mechanical repairs.
15. Assists in repairing or replacing old concrete (sidewalks, curbs, ditch liners, bridge decks and storm water catch basins) by using a concrete saw, air compressor, jack hammer and shovel for concrete removal and load and haul material away. Constructs forms and pours and finishes concrete. Assists with other construction activities such as installation of guardrail or fencing.
16. Frequently serves as team leader for small to large crews. Insures that proper equipment and material is brought to the job site. Insures that safety procedures are properly followed and that work zone signing is properly placed. Assigns workers to tasks and checks completed work for adherence to instructions. Trains and instructs regarding proper equipment operation. Completes and turns in required forms. Promotes teamwork and a high level of productivity of team members. Answers citizen concerns at the work site.
17. Basic computer skills such as e-mail. Able to enter data into work management system.
18. 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.
19. 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education or additional equivalent experience. 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:

Two years public works maintenance experience or equivalent level of experience, to include the operation of moderately heavy to heavy construction equipment and vehicles.

SKILLS:

1. Good oral and written communication skills.
2. Ability to read and comprehend things such as employee handbook, operator's manuals, written instructions, etc.
3. Good listening skills.
4. Manual dexterity.
5. General construction skills.
6. Ability to assess situation and use judgement in responding.
7. Welding skills.
8. Leadership skills obtained through team coordinator and formal City-sponsored training.
9. Maintenance and mechanical skills.

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MENTAL REQUIREMENTS:

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.
4. Ability to work independently and without supervision.
5. Ability to assess situation and use judgement in responding.
6. Ability to work under distracting conditions.
7. Maintenance and mechanical aptitude.
8. Alpha/numeric recognition.
9. Ability to carry out assignments through oral and written instruction.
10. Ability to take on leadership role.

PHYSICAL REQUIREMENTS:

1. Hand, eye and body coordination adequate to operate moderately heavy to heavy machinery, equipment and vehicles.
2. Ability to stay alert and work for extended periods of time.
3. Ability to withstand extreme weather conditions.
4. Exposure to vibrations.
5. Ability to distinguish colors.
6. Visual stamina and acuity adequate to review alpha/numeric data.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Indirect – Work crew

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

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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 inches	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.*

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	FRQUNCY/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	FRQUNCY/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

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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

** 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: maintenance 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 maintenance employees are required to be able to enter / exit vehicles with steps 19 inches and 27 inches