

August, 2008

PUBLIC WORKS DEPARTMENT EQUIPMENT OPERATOR CENTER HARBOR, NH

JOB SUMMARY

- Performs semi-skilled and skilled work involved in all areas of road maintenance and construction as well as any other assigned projects.
- Operates heavy-duty trucks and equipment in the performance of related duties in a safe and efficient manner.
- Performs manual tasks incidental to the operation of assigned equipment or tasks.

SUPERVISION RECEIVED

- This position works under the general supervision of the Road Agent and/or the Public Works Foreman who assigns and reviews projects and is available for technical advice if problems are encountered. Work is reviewed for conformance with instructions and the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

- None

EXAMPLES OF ESSENTIAL DUTIES

Note: The listed examples are illustrative only and may not include all duties found in this position.

- Assembles materials and equipment necessary to complete projects.
- Serves as worker in diversified projects involving repairs of roads, bridges, sidewalk, building and equipment maintenance, ditching, mowing, grading, paving, curbing or culvert and catch basin installation or maintenance.
- Serves as an equipment operator or worker/laborer in diversified projects that may involve construction, repair or maintenance to roads, sidewalks, drainage, buildings, parks, play areas, beaches, docks or cemeteries.
- Required to operate snow removal equipment.

- To maintain an assigned plow route and to operate equipment on an emergency basis.
- Prepare equipment for winter storms.
- Maintains an effective preventive maintenance schedule for equipment while performing minor maintenance work and servicing vehicles and equipment.
- Inspects vehicles and equipment and recognizes the need for repair.
- Maintains clean equipment and vehicles.
- Purchases, under direction of the Road Agent, equipment and materials for maintenance and repair.
- Keeps accurate record of hours worked on timesheet.
- Keeps the garage, office and storage area swept and free of debris.
- Shares in the cleaning and sanitizing of the bathroom area.
- Reads and understands all operating and safety manuals for equipment.
- Works in a safe and healthy manner.
- Receives training as necessary or directed.
- This position requires overtime as necessary.
- This position requires availability for work during winter storms, adverse weather conditions, flooding or any other type of disaster.
- Must respond to callouts as necessary.
- Performs all other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of the functions, operating methods and care required in the use of heavy-duty trucks and equipment used in public works projects.
- Knowledge of the maintenance requirements of heavy-duty equipment.
- Knowledge of the work hazards, safety practices and traffic laws relating to maintenance and construction equipment.
- Skill in the operation and care of heavy-duty trucks and other related maintenance and construction equipment.
- Ability to use simple hand tools and power tools.
- Ability to perform simple and routine manual labor.
- Ability to perform prolonged heavy physical labor under adverse weather conditions.
- Ability to perform a variety of manual tasks or to perform one routine job for prolonged periods.
- Ability to understand and follow oral and written instructions.
- Ability to maintain effective working relationships with supervisors, employees and the public.

MINIMUM QUALIFICATIONS REQUIRED

- Possession of a High School Diploma or equivalent.
- Three years experience in a related field or any combination of education and experience which demonstrates the possession of the required knowledge, skills and abilities.

- Possession of a valid CDL-B.
- Possession of sufficient physical ability to perform the required tasks.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS

Note: The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Talking is required for communicating with others.
- Hearing is required for taking instruction from others.
- Sight is required for doing the job effectively and correctly.
- The ability to smell is required to detect odors such as electrical smoke or noxious gases.
- Hands are required to finger, handle and feel objects, tools or controls.
- Hands and arms are required to reach.
- Physical effort is necessary in performing such duties as walking, standing, bending or lifting.
- May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (frequently up to 50 pounds and occasionally 75 – 100 pounds).
- Regularly works outdoors under varying and extreme weather conditions.
- Employee may be exposed to excessive noise from heavy-duty equipment as well as disagreeable factors such as dust, dirt, herbicides, pesticides, paint, fuels, solvents, etc.
- Work involves standing or walking on rough, wet or slippery surfaces including dirt, asphalt and concrete.
- Exposure to minor injuries such as cuts and bruises.
- Exposure to long periods of sunlight, poisonous plants, insects and bees.

WORKWEEK OR HOURS WORKED

- The Public Works Department workweek is based on 40 hours.
 - o Work Hours: 7:00 a.m. – 3:30 p.m. – Monday thru Friday
- Overtime is required as necessary.

PUBLIC INTERACTION AND INVOLVEMENT

- An important part of this position is to maintain a polite and courteous interaction with the general public.