

**Town of Eliot, Maine
Draft Job Description**

Position Title:	Equipment Operator	Grade Level:	Union Contract
Department	Public Works	Date:	April 2019
Reports to:	Public Works Director	FLSA Status	Non-Exempt

Statement of Duties: The Equipment Operator is responsible for the performance of skilled and unskilled manual and non-manual work in the maintenance, construction and repair of outdoor Town property (streets, grounds, sidewalks) and the operation of heavy motor equipment such as a backhoe, front end loader, dump truck; assists in digging ditches, patching streets, and the completion of road maintenance and road construction projects. The employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Public Works Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: The employee as a regular part of the position is not regularly required to supervise other department employees.

Accountability: The nature of work or the operation of complex or potentially dangerous equipment increases the probability that the consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, damage to buildings, equipment, and danger to public safety and/or personal injury.

Confidentiality: In accordance with the State Public Records Law, the employee does not have regular access to confidential information.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Independent judgment is needed to locate, select and apply the most pertinent standard operating practice, procedure, regulation policy, or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized operating practices, procedures, regulations, policies, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

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Work Environment: The employee is required to perform work outdoors on a variety of public works projects regardless of weather conditions. Employee is exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury. Work is continually performed outdoors, regardless of weather conditions. The employee may be required to work beyond normal business hours at nights and/or on weekends in response to natural or man-made emergency situations on a 24/7, 365 days per year basis.

Nature and Purpose of Relationships: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact is required. The employee has occasional contact with the public.

Occupational Risk: Essential functions regularly present potential risk of personal injury to the employee from the improper exposure to extreme weather conditions or the operation of heavy, complex equipment which could result in loss of time from work. Special written instructions, safety precautions, training, or protective gear is required at all times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Operates assigned department equipment such as backhoe, weed whacker, front end loader, chain saw, commercial dump truck and similar equipment used in the completion of a wide range public works projects such as maintaining streets, storm drainage, trash removal and pick up, voting booth set-up, sidewalks, work at the Town's Transfer Station, setting curbing, grading, patching, reconstructing roads and sidewalks, laying down asphalt or concrete, bricklaying and cold patching pot holes etc.

Performs physical, manual labor using special equipment including hand tools to dig ditches and trenches, patch roadways, and perform public works related tasks around gas pipes, trees, wires, cars, personal property and fellow workers.

Required to participate in the Town's ice, snow removal and sanding program.

Assists with department projects including but not limited to the building and repairing gravel, dirt and asphalt roads and streets, installing and repairing culverts, cleaning and repairing catch basins and drainage systems, directing traffic.

Performs pre-inspections and routine equipment maintenance of department trucks and equipment.

Responsible for informing the Public Works Director of any and all hazardous working conditions and condition of equipment and vehicles.

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Required to attend training sessions to maintain current knowledge of updates or changes in occupational safety requirements and is required to maintain physical condition in order to carry out the essential functions of the position in a safe and effective manner.

Recommended Minimum Qualifications

Education and Experience: High School diploma or equivalent apprentice level of trade knowledge; a minimum of one to three (1-3) years of prior work experience in the operation of heavy equipment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Position requires a Class B Commercial Driver's License (CDL). As a condition of employment, required to complete a pre-employment physical examination and participate in the Town's Random Drug Testing Program and must complete a physical examination.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of the safe and effective operation and mechanics of light and heavy equipment including but not limited to commercial dump trucks, snow plowing equipment, back hoe, loader, bobcat skid steer, chainsaws, tractors and mowing equipment, machinery, and/or hand tools in support of general maintenance and building repair tasks as well as other public works department operations. Knowledge of the geography and street layout of the Town. Working knowledge of the occupational hazards and safety precautions of the use of department equipment and vehicles in a safe and efficient manner. Knowledge of general maintenance and repair tasks.

Abilities: Ability to read and interpret construction project plans, follow written directions and oral orders, pay careful attention to details, perform work under extreme weather conditions for long periods of time. Ability to interact effectively with department employees. Ability to recognize unsafe working conditions to ensure that appropriate safety precautions are taken to ensure employee safety and to follow oral and written instructions or directions. Ability to be self-motivated. Ability to effectively and safely operate a wide range of construction equipment including hand and pneumatic tools and power equipment. Ability to complete assigned work often under adverse weather conditions and to work long, extended hours during unplanned emergencies such as snow storms or floods.

Skills: Proficient motor, carpentry, and mechanical skills are required in order to operate department equipment and tools in a safe and efficient manner.

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Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects or department equipment and carrying them. Usually, the work will require extended physical effort over a significant portion of the work day and often under adverse weather or emergency conditions during all hours of the day or night.

Motor Skills: Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination to operate hand and power tools, operating heavy equipment/vehicles in a safe and effective manner as well as to climb a ladder.

Visual/Auditory Skills: The employee is occasionally required to read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.