

CITY OF PORT CLINTON

An Equal Opportunity Employer
POSITION DESCRIPTION

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Employee Name:		Position Title:	Heavy Equipment Operator
Dept.:	Utility Department	Employment Status:	Full-time
Reports to:	Water Distribution Foreman	FLSA Status; Pay:	Non-exempt
Salary Range:	Collective Bargaining Unit	Civil Service Status:	Classified

GENERAL DESCRIPTION:

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (e.g., GED), and experience demonstrating knowledge of and ability to handle heavy equipment, air and power tools, and hand tools; one (1) years experience in general construction, street, water, or sewer maintenance and repairs, materials, and equipment; knowledge of laws and regulations governing motorized equipment operation, safety practices and procedures, and heavy equipment repair.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid commercials driver's license (CDL) minimum Class B; ability to obtain within twenty-four (24) months Wastewater Collection I or above; and may be required to obtain a Water Distribution I or above within twenty-four (24) months.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Backhoe, bobcat and attachments, loader, pickup and dump truck, snowplow, roller, grader, leaf machine, sewer truck, bucket truck, grinder, tap machine, hoses and pumps, air compressor, generator, sandblaster, jackhammer, tractor, mower, chipper, weed cutter, welder, street sweeper, ladders, hoists, hand power tools, cleaning equipment, telephone, two-way radio, shovel, sledge hammer.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; works on and around powered platforms and/or vehicle-mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 50 pounds or less; occasionally carries objects 50 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Prepares, opens, closes, soaks and seeds grave sites; assists with preparation for burial services.
- (2) Performs various services to maintain City grounds and property (e.g., mows grass, cuts brush, trims trees, sprays weeds and applies pesticides, rakes leaves, collects debris, loads and hauls dirt and stone, cleans equipment, plants, shrubs, waters grounds, etc.).
- (3) Collects and empties trash containers at parks and cemetery.
- (4) Performs routine maintenance and cleans restroom facility at Lakeview Park.
- (5) Cleans public brush drop-off area at Riverview Cemetery.
- (6) Performs various services to maintain City beach.
- (7) Locates grave sites; builds forms; digs and pours concrete foundation for headstones; sets grave markers.
- (8) Performs various grounds and facility maintenance activities for Parks and Recreation (e.g., landscape athletic fields, lines and drags ball diamonds and soccer fields, cleans and repairs storage facilities).
- (9) Performs road maintenance and repair operations on cemetery roads and City parking lots (e.g., applies black top or patching compounds).
- (10) Performs routine and preventative maintenance on department equipment; maintains tools, equipment, and supplies.
- (11) Sprays weeds and applies pesticides to City property.
- (12) Performs occasional miscellaneous general building maintenance tasks (e.g., fixes broken doors and windows, installs locks and handrails, paints structures, replaces fixtures, sweeps floors, etc.).
- (13) Performs weed control, sprays and applies pesticides on private property.
- (14) Assists other departments as needed.
- (15) Attends department meetings and training sessions as required.
- (16) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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(17) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(18) Performs other related duties as assigned.

(19) Accepts on-call status and extended work hours as necessary.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: excavation and trenching methods, policies, and procedures; safety practices and procedures; department policies and procedures;* road construction, maintenance, and repair; general construction, maintenance, and repair; heavy and medium duty equipment maintenance and repair; sewer construction, maintenance, and repair; water distribution systems and components; water meter maintenance and repair; snow and ice removal; grounds maintenance and repair; local geographical area.

Skill in: motor vehicle operation; heavy equipment operation; use of bench and hand tools.

Ability to: carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; understand technical manuals and/or verbal instructions; maintain records according to established procedures; cooperate with coworkers on group projects; develop and maintain effective working relationships; perform light manual labor; travel to and again access to work site; perform heavy manual labor for extended periods of time in often adverse conditions; lift and carry equipment and materials weighing up to 30 pounds; push or pull headstones weighing up to 50 pounds.

POSITIONS DIRECTLY SUPERVISED:

None.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)