Job Title: Equipment Operator

Department: Public Works and Water Resources Department

Immediate Supervisor: Street Maintenance Foreman

Origination Date:	**07/01/2001**
Revision Date:	**07/01/2008**
Job Grade	**803**
FLSA Status	**Non-Exempt**

BRIEF DESCRIPTION OF THE JOB:

Responsible for operating heavy construction and maintenance equipment in a variety of maintenance activities including excavating, trenching, and street cleaning. Performs operations according to required standards; and performs semi-skilled and skilled maintenance tasks.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	H	Operates a variety of complex construction/power driven equipment such as sewer rodder, vactor, large truck, front-end loader, self contained patch units, water truck, oil distribution truck, and skip loader for a variety of construction and maintenance operations involving streets, sidewalks, curbs, gutters, alleys, and storm drains. May be required to break out and load asphalt and concrete into large dump truck. Operates a variety of specialized Streets equipment including but not limited to backhoe, long line paint striping truck, short line striper, push-behind, hot applied thermal plastics applicator and truck mounted units. Operates a variety of power tools including concrete saws, chain saws and jack hammers.
2	H	Operates a street sweeper; creates and maintains route schedules, and adjusting frequencies as necessary based on staffing, weather and call-outs. Monitors broom wear and coordinates replacements to minimize equipment down time. Assists other Operators, upon completion of routes, to ensure the timely completion of all routes.
3	M	Identifies equipment needs for each assigned project; performs preventive maintenance on assigned equipment in a safe and efficient manner; maintains department tool inventory; performs administrative duties by filling out work orders and inputting data into the database; provides on-the-job training to new personnel regarding equipment maintenance, safety and stand-by procedures. Provides traffic control for work sites and emergency call-outs, including but not limited to barricades, traffic cones, and emergency messaging equipment; assists in City/public events by providing set-up, tear-down and clean-up.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education/ Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Minimum six months experience in a related field.
Certifications and Other Requirements	Valid Class “A” Commercial Driver’s License with tanker endorsement.
Reading	Work requires the ability to read The Phoenix Barricade Manual, The M.U.T.C.D., The City of Goodyear Engineering Standards and Guidelines manual, MAG Specifications Manual, A.D.O.T. Specifications Manual, and various equipment operational manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, documentation's, work orders and college level critical and evaluative reading skills.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal/Human Relations Skills	Moderate - Work requires regular interaction involving exchange and receipt of information. The purpose of interactions is primarily the sharing of information.

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☒ O ☐ F ☐ C	☐ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers
Fine Dexterity	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Computer keyboard ☐ Telephone keypad ☐ Calculator ☐ Calibrating equipment
Walking	☐ N ☐ R ☒ O ☐ F ☐ C	☒ To other departments/offices ☒ Around work site
Lifting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☐ Files
Carrying	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☐ Files
Sitting	☐ N ☐ R ☐ O ☐ F ☒ C	☐ Desk work ☐ Meetings ☒ Driving
Reaching	☐ N ☐ R ☐ O ☐ F ☒ C	☒ For supplies ☐ For files
Handling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Paperwork ☐ Monies
Kneeling	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Crawling	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Under equipment ☐ Inside attics/pipes/ditches

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	☐ N ☐ R ☐ O ☒ F ☐ C	☐ File drawers ☒ Equipment ☐ Tables and chairs ☒ Hoses
Climbing	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Stairs ☐ Ladders ☒ Step stools ☒ Onto equipment
Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Reading ☒ Computer screen ☒ Driving ☒ Observing work site
Foot Controls	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Driving ☒ Operating heavy equipment ☐ Operating Dictaphone
Balancing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ On ladders ☒ On equipment ☒ On step stools
Bending	☐ N ☐ R ☐ O ☐ F ☒ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☒ Making repairs
Crouching	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Hearing	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public ☒ Listening to equipment
Twisting	☐ N ☐ R ☐ O ☐ F ☒ C	☐ From computer to telephone ☒ Getting inside vehicle
Talking	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Various hand tools (impact wrenches, screwdrivers, compressors, etc.); Various Street Sweepers, backhoe, forklift, road graders.

Computer Equipment and Software:

Computer, copier, cell phone, GS Maps, Pavement Maintenance Program.

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☐	☐	☐	☐	☒
Wetness and/or humidity (bodily discomfort from moisture)	☐	☐	☐	☐	☒
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☐	☐	☐	☐	☒
Noise and vibration (sufficient to cause hearing loss)	☐	☐	☐	☐	☒
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☐	☐	☐	☐	☒

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☐	☐	☐	☒	☐
Chemical hazards	☐	☐	☒	☐	☐
Electrical hazards	☒	☐	☐	☐	☐
Fire hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable diseases	☐	☒	☐	☐	☐
Physical danger or abuse	☐	☒	☐	☐	☐
Other (specify)	☒	☐	☐	☐	☐

Primary Work Location:

☐ Office Environment
☐ Warehouse
☐ Shop
☒ Vehicle
☐ Recreation Centers/Neighborhood Centers
☒ Outdoors
☐ Other (Specify)

Protective Equipment Required:

Hard Hat, gloves, safety glasses, steel toe boots, hearing protection.

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☒ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☐	☒	☐	☐
Frequent Change of Tasks	☒	☐	☐	☐
Irregular Schedule/Overtime	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☐	☒	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☒	☐	☐	☐
Noisy/Distracting Environment	☒	☐	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture
Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.