



JOB DESCRIPTION

Equipment Operator

Date Prepared: August, 2014

SUMMARY: Under general supervision, operates small to heavy motorized equipment and vehicles for various City projects; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Operate motorized equipment to grade dirt roads and road shoulders, prepare sub-grade and finish grade for asphalt and concrete, excavate and backfill trenches, make cuts and fills, maintain drainage channels and slopes.
- Operate motorized equipment to remove trees and vegetation.
- Fill erosion of drainage channels, dirt roads, and road shoulder erosion.
- Operate motorized vehicles to haul concrete, dirt, water, asphalt, and other materials.
- Transport heavy equipment to various locations.
- Load vehicles with various materials.
- Operate vehicles to clean sewer lines and storm drains.
- Respond to sewer calls.
- Operate motorized equipment to clean roads.
- Inspect and grade for elevations from survey stakes and read construction plans.
- Pre-mark job sites for utility companies to mark their underground utilities and sewer lines within the project boundaries.
- Operate motorized equipment to repair asphalt and maintain roads.
- May serve as a lead worker in the absence of lead or supervisory staff.
- Provide training to less experienced work crew members.
- May be assigned as a relief Sweeper Operator.
- Performs emergency standby duty, as assigned.
- Maintain confidentiality of work-related issues and City information.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND three years heavy equipment operation experience OR an equivalent combination of education, training, and experience.

Knowledge of:

- Construction, maintenance, and repair practices and methods.
- Asphalt and road maintenance practices and procedures.
- Operation of motorized construction and maintenance equipment and vehicles.
- Construction and sewer/drain maintenance practices and procedures.
- Storm drain infrastructure maintenance principles.
- Safety standards, practices, and procedures.
- Principles and practices of effective employee supervision.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Operating power and hand tools and motorized equipment and vehicles.
- Calculating materials and supplies for projects.
- Maintaining basic written records.
- Interpreting and understanding construction plans and blueprints.
- Time management.
- Attention to detail.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, utilities and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Ability to obtain a Class “A” Commercial driver’s license with tanker, air brake, and standard transmission, endorsements within nine months of hire (License must be maintained throughout employment).
- May require a California Water Environment Association Collection System Grade II certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an outdoor environment walking on/in level, uneven and slippery surfaces. Exposure to dangerous machinery, extreme weather conditions, excessive noise, dust, fumes, pollens/grasses, grease, machinery, and moving parts. May be required to lift and carry items weighing up to 100 pounds sitting, standing, and driving for long periods, bending, stooping, squatting, on knees, both indoor and outdoor. The incumbent must be able to see and hear in the normal range, with or without correction. Must be able to work an irregular schedule including weekends, holidays, evenings and/or varying shifts.

Department Head

Date

Personnel Officer

Date