



JOB DESCRIPTION

Sweeper Operator

Date Prepared: December, 2015

SUMMARY: Under basic supervision, operates a motorized street sweeper to clean streets and gutters in designated areas of the City.

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:*

- Safely operates a motorized sweeper and other motorized maintenance/construction equipment on an assigned route.
- Clean streets, gutters, and reports large debris on streets and rights of way; respond to traffic accidents; clean debris and hazardous materials spills.
- Report illegally parked vehicles, hazardous conditions, road damage, damaged curbs and sidewalks, downed signage, and signal malfunctions.
- Perform daily equipment inspections and preventative maintenance; make minor adjustments and repairs.
- Perform equipment repairs such as; remove and replace conveyors, rollers and bearings, drag shoes, brooms, skirts, curtains, belts, tensioners and related parts; complete parts requests; and report the need for major and minor mechanical repairs.
- Interact with the public; respond to service requests; complete and submit mileage forms, daily work report, and weekly plan.
- Monitor City radio; assist with other duties, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or GED equivalent AND two years of experience operating a motorized sweeper OR other heavy equipment/construction vehicles; OR an equivalent combination of training and experience.

Knowledge of:

- Construction and maintenance equipment.
- City streets, California Vehicle Code, and traffic laws.
- Safe work practices.
- Safe operation of street sweepers, heavy equipment, and vehicles.
- Street sweeper/heavy equipment maintenance and repair methods and practices.

Skill in:

- Operating power and hand tools and motorized equipment and vehicles.
- Detecting minor mechanical defects and minor repairs.
- Thoroughly carry out oral and written instructions.
- Establishing and maintaining effective and cooperative working relationships with managers, supervisors, employees and the general public.
- 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.
- Time management; attention to detail.
- Providing efficient customer service.
- 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, businesses, contractors, and the general public; applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California Class "B" Commercial driver's license with air-brake and tanker endorsement at time of appointment; the Class B license must be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Moderate exposure to dust, wide temperature range, noise, vibrations, fumes, odors, pollens and grasses, grease, machinery, and moving parts; sitting and driving for long periods, bending, stooping, on knees, both indoors and outdoors, and inclement weather. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Some heavy lifting, up to 80 pounds, and other physical exertion required. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime. Responds to non-duty hour emergencies.

Department Head

Date

Personnel Officer

Date