Maidencreek Township Job Descriptions

Heavy Equipment (Equipment Operator 1) / Light Equipment (Equipment Operator 2)

Definition

Operates gasoline or diesel powered automotive equipment such as dump trucks, snow plows, tractors and mowers and manual laboring duties in the construction and repair of Township roads and associated areas and structures. Work requires strenuous physical effort and exposure to uncomfortable working conditions. Work may occasionally require the operation of more complex pieces of equipment.

Work is assigned and supervised by a public works foreman or work leader. Specific instructions are given on new duties, but once standard operations are learned, employees are expected to work without constant direction.

Duties

1. Drives dump trucks to transport equipment and tools and to supply construction material to work sites. Checks vehicle for proper operating condition and reports problems to foreman.
2. Operates snow plow and salting/cindering machinery. Loads trucks/spreads material. Clears snow or debris from sidewalks and driveways with light equipment or hand shovel. Applies snow and ice control materials and other maintenance chemicals.
3. Operates large grass and brush mowers and other equipment pushed or pulled by a tractor.
4. Picks up and properly disposes of residential yard waste.
5. Assists in the operation of heavy construction equipment as required.
6. Loads and unloads materials and tools from trucks.
7. Patches, cleans & seals cracks in road surfaces. Informs Public Works Foreman of poor road conditions or problems.
8. Digs drainage ditches, cleans out drains, pipes, streams and flood control structures.
9. Repairs or performs general maintenance tasks on Township roads, apply asphalt, cold patching materials and concrete; repairs or replaces storm drainage pipes; grades and cleans shoulders; widens roads; erects and repairs guide rail and signs; removes weeds and mows road banks; removes leaves with vacuum; uses hand shovels to dig trenches; operates manual, pneumatic and power maintenance tools (rakes, picks, hammers, saws, jackhammer, hydraulic tamper, chain saw).
10. Performs routine grounds and maintenance tasks at municipal building, parks and recreational areas. Cuts brush, mows grass and weeds. Plants trees, shrubbery and grass. Removes trash.
11. Performs basic carpentry, electrical, plumbing, painting and masonry tasks to improve Township facilities. May install or repair plumbing systems, drainage systems, playground equipment or shelters. May use portable hand tools.
12. Replaces worn or damaged parts on vehicles and equipment (hoses, wiring, belts). Performs routine maintenance tasks (oil change, fluid check, tires, battery, radiator, transmission, brakes). Washes and greases equipment and parts. May perform major repairs, examine and determine cause of equipment failure or arrange for work to be performed. Welds and fabricates tools and parts. Performs routine inspection.
13. Performs general maintenance and cleaning tasks in garage. Stores tools in proper location. Keeps work area clean and orderly. Keeps designated records.
14. Performs other work as required.

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Required Knowledge, Skills and Abilities

1. Knowledge of the proper operating procedures and safety practices associated with trucks and construction equipment.
2. Ability to recognize defective operation of trucks and to perform routine maintenance operations.
3. Knowledge of state laws pertaining to the operation of motor vehicles on highways and in parks.
4. Skill in the operation of trucks and attached equipment. Operation of manual, pneumatic and power tools.
5. Ability to understand and follow oral and written instructions.
6. Knowledge of department policy, procedure and work rules.
7. Sufficient physical strength and freedom from disabling defects to lift heavy objects and work under adverse weather conditions. Ability to walk, crouch, climb ladders and exert 50 to 100 pounds of force occasionally or 25 to 50 pounds frequently.
8. Ability to work with co-workers on group tasks.
9. Ability to demonstrate polite and courteous manner toward the general public and maintain a neat appearance.

Minimum Education, Training and Experience Required

1. Light Equipment Operator - One year or less experience in the operation of trucks, tractors, power tools and road and yard maintenance equipment or any equivalent combination of experience and training. Possession of a valid PA motor vehicle operator's license for the class of vehicle to be operated.

2. Heavy Equipment Operator – Three years experience in the operation of heavy trucks and holds a valid Pennsylvania CDL with the appropriate endorsements. One year experience in the operation of tractors, power tools and road and yard maintenance equipment or any equivalent combination of experience and training. Possession of a valid PA motor vehicle operator's license for the class of vehicle to be operated. A CDL is required for the Heavy Equipment Operator (Equipment Operator 1) position.

For all Equipment Operator Positions:

Complete continuing education courses as required to comply with and keep informed of Federal and State regulations that apply to duties performed by a Township employee and continuing education that applies to safety, new technology and other job related skills deemed necessary by the Township Supervisors. Employees are encouraged to complete course work that helps them to acquire new skills/knowledge or enhance existing skills/knowledge that relate to their position.

By my signature below, I confirm that I have received, read and understand the job description for _____ Equipment Operator.

_____ _____

Employee Signature Date

_____

Print Employee Name