



CITY OF MILES CITY
Position Description

Last Revised:	11/15/2016
Effective:	11/1994

HEAVY EQUIPMENT OPERATOR

DEPARTMENT: Engineering and Operations

ACCOUNTABLE TO: Streets Foreman or Parks Foreman; as appropriate to project.

SUMMARY OF WORK: This position performs physical laborer duties and operates/maintains heavy equipment to accomplish assigned tasks within the Engineering and Operations Department.

JOB CHARACTERISTICS:

Nature of Work: This position performs skilled laborer duties in the operation and maintenance of heavy equipment as necessary to accomplish assigned tasks. Position works with heavy equipment requiring adherence to practices of safety. Performs laborer duties as assigned by the Foreman. Position may require work in adverse weather, extreme temperatures, and during inclement weather conditions. Performs strenuous physical labor and activity such as walking for long extended periods of time, climbing ladders and other obstacles, and lifting weights up to 70 pounds. This position is on call for emergencies and adheres to standards of confidentiality.

Personal Contacts: Daily, yet limited, contact with the public, co-workers, and Foreman.

Supervision Received: Daily supervision and assignment of duties from the Foreman. Also must adhere to State and local laws, Department Director, and Mayor.

Essential Functions: This position requires ability to communicate orally and in writing; read written material; ability to lift and carry heavy objects; lift and maneuver tools and equipment; exercise good judgment; make sound decisions; have physical strength and agility to perform labor duties; have good depth perception; and ability to operate and maintain heavy equipment.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Vehicle Maintenance: Perform routine maintenance on City equipment and tools. Ability and knowledge to safely and properly operate back hoes, frontend loaders, hydro-flusher, and other

heavy equipment as necessary to perform assigned tasks. Ability and knowledge to make routine maintenance checks on all equipment and tools used in the Engineering and Operations Department. Ability and knowledge to change the oil and filters on City vehicles, check fluid levels and lubricate City vehicles, tools and equipment; clean and repair City tools. Perform assigned task within reasonable periods of time.

Street Maintenance: At the direction of the Foreman, operate and maintain the equipment necessary to maintain City streets, alleys and roadways. Ability and knowledge to install and repair street signs. Ability and knowledge to trim trees. Ability and knowledge to remove and replace Christmas decorations. Ability and knowledge to paint crosswalks. Ability and knowledge to repair and maintain storm sewer lines and manholes. Ability and knowledge to repair potholes, cracks and other defects in City streets, roadways, curbs, gutters and sidewalks. Upon the direction of the Foreman, remove weeds from public right-of-ways.

Parks and Recreation: At the direction of the Foreman, operate and maintain the equipment necessary to maintain City parks, playgrounds and ball fields. Ability and knowledge to safely operate City lawnmowers and parks tools and equipment. Upon the direction of the Supervisor, the ability and knowledge to perform various labor tasks. Ability and knowledge to recognize potential failures of playground equipment and notify the Foreman of any needed repairs.

Facility Maintenance: At the direction of the Foreman, maintain city buildings, garages and structures. Upon the direction of the Foreman; maintain and/or repair City facilities and buildings such as grandstands, fences, restrooms facilities, storage sheds, shop facilities and garages. Upon the direction of the Foreman and/or Public Works Director; maintain and/or repair the City Hall and other City buildings.

Other Duties: Perform other related duties as required and other duties as assigned by the Foreman and/or Public Works Director. Show initiative to be a self-starter and ability to work alone with little or no supervision. Training new employees. Must be cognizant of laws relating to OSHA and other requirements pertaining to "On the Job Safety". Must be courteous to the public and answer questions courteously no matter what the circumstances. Upon the request of the Foreman, assist the Department in the collection and recording of information such as the location of irrigation and water valves, underground wiring, and the applicants of chemicals and pesticides.

JOB REQUIREMENTS:

Knowledge: This position requires an extensive knowledge of heavy equipment operation and maintenance. Position requires a knowledge of safety procedures in the use of equipment and in the physical lifting of materials. Knowledge of operation and capabilities of a variety of hand and power tools. A general knowledge of public works construction and maintenance.

Skills: This position requires skills in operating heavy equipment and work vehicles, handling heavy materials, operating hand and power tools, maintenance, and cleaning.

Abilities: This position requires the ability to: operate heavy equipment; work during

inclement weather conditions; walk for extended periods of time, climb ladders and other obstacles, lift weights up to 70 pounds; have physical strength and stamina to perform duties; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--High School Diploma or GED with a minimum of five (5) years' experience in construction of Public Works.

Special requirements:

- Must have a valid Montana Driver's License.
- Must be eligible for coverage by the City's insurance carriers.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Demonstrates physical stamina and strength to perform duties.
- Adheres to practices of safety in the use of tools, vehicles, and equipment.
- Effectively operates tools, vehicles, and equipment to perform tasks.
- Ability to work in extreme temperatures and adverse weather conditions.
- Demonstrates good depth perception.
- Performs regular maintenance service on equipment and vehicles.
- Adheres to standards of confidentiality.

Approved by Human Resource Committee: November 15, 2016

Employee: _____ Date: _____

Supervisor: _____ Date: _____