



Town of Grand Chute Position Description

Department: Public Works

Title: Equipment Operator

Pay Grade: FLSA: Non-exempt

Date: November 2018

Reports to: Road Foreman

Purpose of Classification

The purpose of positions in this classification is to operate a variety of heavy equipment and to perform general maintenance tasks in the maintenance of roads, right-of-way, parks, grounds, recreation facilities and building, under the direction of the Road Foreman and Public Works Superintendent.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain valid CDL, class B/C/D, with N endorsement and be able to drive a vehicle.
- Operates a variety of equipment, machines and tools in the repair and maintenance of streets and storm sewers, water utility systems and sanitary sewer utility systems such as lawn mowers, snow blowers, ATV/UTV, tractors, one-ton truck with plow attachment, loader, dump truck, chipper, sweeper, back-hoe, pumps, generators, and various snow plow equipment.
- Responsible for roadway maintenance including crack sealing, asphalt patching, and shouldering.
- Responsible for the maintenance of landscaping associated with road rights-of-way, parks and Town property.
- Perform storm sewer maintenance work including removal and replacement of inlets, curb & gutter, miscellaneous concrete and asphalt formations.
- Lawn and roadside mowing, landscape maintenance, and clearing brush and trees.
- Snow plowing and salting of streets and/or parking areas and clearing snow from pedestrian ways.
- Maintains, repairs and patches park, trail and roadway pavement, shoulders and curb and gutters.
- Must be willing and able to be on 24 hour call.
- Must be able to be at the Town Hall within 60 minutes after receiving call.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

Equipment Operator - Streets – Job Description

- Performs minor equipment maintenance, cleaning and repairs.
- Performs building maintenance and cleaning.
- Erects street posts and signs.
- Assists with sewer and water construction and maintenance.
- Performs traffic control in work areas
- Pavement marking.
- Picks up refuse from roads and right-of-way.
- Assist with setting and checking elevations for projects.
- Performs maintenance and minor repair tasks to Town buildings.
- Assist with election equipment set-up.
- Set line and grade and perform masonry work.
- Performs any and all duties of Laborer.

Knowledge, Skills and Abilities Required to Perform Essential Job Functions

Minimum Training and Experience Required to Perform Essential Job Functions

Must be at least eighteen (18) years of age. High school diploma or equivalent and a minimum of three (3) years prior responsible work experience in the area of street maintenance and construction, facilities and grounds maintenance, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid commercial driver's license is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiate, measure and sort information.
- Ability to assemble, copy, record and transcribe data information. This includes ability to read and interpret plans.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, work orders, time sheets, maps, purchase orders and general operating manuals.
- Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules; this includes the ability to maintain and prepare accurate records and reports.
- Ability to establish and maintain effective, harmonious, cooperative and productive working relationships with other employees and to effectively communicate with Town employees, the general public, contractors and customers.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

Equipment Operator - Streets – Job Description

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work and make decisions under moderate supervision.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments such as welder, cutting torch, sewer cleaners, metal detectors, mechanic's hand tools, hand excavation tools and carpenter's tools, crack sealing equipment, jack-hammers, vibrating skid plate tampers, string trimmers, chain saws, pruners, welder, and a cutting torch.
- Ability to perform general maintenance on equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as heavy equipment use.
- Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to lift objects weighing up to one hundred (100) pounds and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance.
- Ability to recognize and identify similarities of differences between characteristics of colors, forms, sounds, tastes odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under moderately hazardous and uncomfortable conditions where exposure to environmental factors such as extreme hot or cold, odors, toxic agents, violence, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, disease and/or dust may cause or causing discomfort and where there is a risk of injury.

EEO/ADA Policy Statement

The Town of Grand Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of Town and requirements of the job change.

Employee's Signature

Supervisor's Signature

Date

Date