

Equipment Operator I - Right of Way

JESAP Profile

Job Grade: 04	Job Code:
Job Group:	Job Family:
Department Name For This Position:	Position Reports To (Immediate Supervisors Title): Street Superintendent
Physical Location For This Position: Street Department	This Position Is: Non Exempt
This position is safety sensitive: Yes	Security Sensitive: No

General Description

Manual labor (semi-skilled and unskilled) performing general, road, sidewalk, and ground maintenance. Work is performed under direct supervision of a Field Supervisor or Equipment Operator III.

Essential Duties and Responsibilities

1. Performs road and street maintenance (i.e. asphalt patching, concrete patching, sidewalk installation).
2. Operates machinery and equipment, in all phases of road, street, sidewalk, drainage structures and swale construction and maintenance.
3. Maintain all aspects of Right-of-Way.
4. Mowing, weed eating, blowing, racking, shoveling, trimming trees, trimming of bushes and landscaping.
5. Duties also include operating mini-full size excavators, mixers, rollers, tractor-bush hog, boom mowers, bucket trucks, grapple trucks, snow removal equipment, backhoe, skids steers, vac trailers, bulldozer, dump trailer, tandem and tri-axle dump trucks, and tractor-trailer with lowboy, and various other equipment as assigned.

6. Performs routine maintenance and service work on equipment operated.
7. Load and unload equipment on lowboy and haul with tractor-trailer safely to any location needed.
8. Load and unload trailer with different materials, including bank run shell, dirt, debris, and/or metal and haul with tractor-trailer safely to any location needed.
9. Survey drainage problems, streets and Right-of-Way issues.
10. Assists and coordinate traffic control duties (road closures and detours) by setting up work zones.
11. Assist in maintaining traffic signals.
12. Ability to work 10-hour days
13. Ability to read tractor diagrams.
14. Ability to work overtime and inclement weather.
15. Confident and responsible excavation around utilities.
16. Common understanding of concrete and asphalt
17. Other duties as assigned

Fiscal Responsibilities

Annual budget total value

Funds, facilities & equipment total value

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

- Responsibilities For Work Of Others: No supervision.
- Responsibility For Funds, Equipment, Property, Etc.: REGULARLY responsible for property where carelessness or error would result in only MINOR damage or MINOR monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

Education And Experience

- Education: High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc.
- Experience General: 0 to 6 months related experience or training.
- Experience Management: Not Required

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY REPETITIVE. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.
- Planning: LIMITED RESPONSIBILITY with regard to SPECIFIC ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work operations.
- Decision Making: Performs work operations which permit frequent opportunity for decision-making of MINOR IMPORTANCE and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a SLIGHT DEGREE.

- Supervision Received: Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.
- Accuracy: Probable errors of INTERNAL SCOPE should ordinarily be DETECTED WITHIN THE DEPARTMENT OR OFFICE in which they occur, but MAY AFFECT THE WORK OF OTHERS WITHIN THE UNIT, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.
- Communication Skills: Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.
- Critical Thinking Skills: Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.
- Mental Demand: MODERATE MENTAL DEMAND. Operations requiring ALMOST CONTINUOUS ATTENTION, but work is sufficiently repetitive that a HABIT CYCLE IS FORMED; operations REQUIRING INTERMITTENT DIRECTED THINKING to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

Other Skills

undefined

Accountabilities

- Freedom To Act: STANDARDIZED. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.
- Annual Monetary Impact: NONE: Job does not create any dollar monetary impact for the organization.
- Impact Of Job On End Results: MINIMAL IMPACT. Job is focused on non-supervisory decision making activities and has minor impact on the organization's end results.

Certificates, Licenses, Registrations

Required

Must possess a valid State of Arkansas Commercial Driver's License Class B by date of hire or the ability to obtain minimum of Class B Commercial Driver's License within 6 months of hire date.

Preferred

Class B Commercial Drivers License

Contacts With Public and Employees

- **Contacts With Employees:** Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.
- **Contacts With Public:** Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

Machines, Equipment & Computers

- **Use Of Machines, Equipment And/Or Computers:** Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None

- Word Processing/Typing: None

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Occasionally
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Occasionally
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Occasionally
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Occasionally
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Occasionally
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Occasionally
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Occasionally
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Occasionally
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Occasionally
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Very loud (jack hammer work, front row at rock concert, etc.)
- Working Conditions: Outside working environment, wherein there are extremely disagreeable working conditions most of the time. (e.g. hot mix paving in constant sun).

Physical Demands

Physical Activities

- Stand: Occasionally
- Walk: Occasionally
- Sit: Never
- Use hands to finger, handle, or feel: Occasionally
- Reach with hands and arms: Occasionally
- Climb or balance: Occasionally
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Occasionally
- Taste or smell: Occasionally

Weight Lifted

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Occasionally
- More than 100 pounds: Occasionally

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).
- Physical Demand: MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

Additional Information

Core Competencies / Additional Info

Emergency Response Statement: Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions

Yet More Additional Info

undefined

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