

Equipment Operator II - Right of Way

JESAP Profile

Job Grade: 08	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

Skilled in the operation of intermediate and complex construction equipment. Duties also include the performance of manual laboring tasks

Essential Duties and Responsibilities

1. Operates machinery and equipment, in all phases of road, street, sidewalk, drainage structures and swale construction and maintenance.
2. Maintain all aspects of Right-of-Way.
3. Mowing, weed eating, blowing, racking, shoveling, trimming trees and trimming of bushes.
4. 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.
5. Performs routine maintenance and service work on equipment operated.

6. Load and unload equipment on lowboy and haul with tractor-trailer safely to any location needed.
7. 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.
8. Accurate operation of laser and transit to shoot grade, pipe elevation and job layouts.
9. Ability to properly excavate, compact and install drainage systems.
10. Survey drainage problems, streets and Right-of-Way issues.
11. Assists and coordinate traffic control duties (road closures and detours) by setting up work zones.
12. Provides verbal daily reports to supervisor.
13. Assist in maintaining traffic signals.
14. Ability to work 10-hour days
15. Ability to read and demonstrate knowledge of understanding Comprehensive Civil Construction Plans
16. Ability to read tractor diagrams.
17. Ability to work overtime and inclement weather.
18. Confident and responsible excavation around utilities.
19. Common understanding of concrete and asphalt
20. 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: Supervises a **SMALL GROUP** (1-3) of employees in the **SAME** or **LOWER CLASSIFICATION**. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.
- Responsibility For Funds, Equipment, Property, Etc.: **OCCASIONALLY** responsible for organization's property where carelessness, error, or misappropriation would result in **MODERATE** damage or **MODERATE** monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

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: 12 to 18 months related experience and/or training.
- Experience Management: Not Required

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY STRUCTURED. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.
- Planning: LIMITED RESPONSIBILITY with regard to GENERAL 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 also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE 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 and EXTERNAL scope would have a MODERATE effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.
- 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 utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.
- Mental Demand: CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

Other Skills

undefined

Accountabilities

- Freedom To Act: GENERALLY CONTROLLED. General processes covered by established policies and standards with supervisory oversight.
- Annual Monetary Impact: NONE: Job does not create any dollar monetary impact for the organization.

- Impact Of Job On End Results: MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

Certificates, Licenses, Registrations

Required

Must possess a valid State of Arkansas Commercial Driver's License Class B license

Preferred

Possess a valid State of Arkansas Commercial Driver's License Class A without restrictions.

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: Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Regular use of highly complex machines and equipment; specialized or advanced software programs.

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.: Loud (metal can manufacturing department, large equipment, 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

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

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