

## CITY OF LAKE ELSINORE

### EQUIPMENT OPERATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications within the position.*

#### **DEFINITION:**

Under general supervision, leads, oversees, reviews, inspects, and documents activities and duties assigned to the Equipment Operator, including operation of a variety of construction equipment in performance of maintenance and construction on the streets, parks, weed abatement, lake operations, facilities, and the stadium; demonstrates a full understanding of all applicable policies, procedures, operations and work methods associated with assigned duties.

#### **DISTINGUISHING CHARACTERISTICS:**

The Equipment Operator is the class that allows the incumbent to exercise and develop knowledge and abilities related to construction equipment operation. Under immediate supervision of the Lead Worker, incumbents perform a variety of duties operating construction equipment while maintaining a working knowledge of the City's policies and procedures.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Public Works Manager. Although incumbents in this position may not have official supervisor responsibility, the incumbent does act in a lead worker capacity providing direction to support crew while on the job site.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Supervises, leads, oversees, reviews, inspects, documents, and performs the work of staff responsible for maintenance, repair, construction and installation work in streets, storm drains, road shoulders, traffic signals, streetlights and signs, dirt streets and alleyways, parks, facilities, street trees, streetscapes, and city owned property; develops and implements crew assignments in the absence of a lead worker; assists maintenance staff in troubleshooting and performing more complex maintenance and repair activities.
- Assists the Department Lead Worker with evaluating service and equipment needs and in developing work methods and procedures; assists in prioritizing requests for services and scheduling work; assists in the development of plans to meet future service needs. Operates a variety of equipment, including tractors, graders, jack hammers, backhoes, trucks, and other construction vehicles and equipment; sets up traffic control.
- Oversees the operation and upkeep of construction and maintenance equipment and/or machinery, including trucks, power tools and equipment; assists in training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and

practices; identifies training opportunities and needs; makes recommendation to higher level staff; participates in the evaluation of assigned work.

- Investigates service requests and complaints made by the public; works with appropriate City staff to resolve issues; explains priorities, programs and policies to the public when required; responds to emergency calls from the public and other agencies and takes appropriate action.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; prepares and maintains records of labor, equipment and material used; writes reports and correspondence on work performed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Positions requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent may use cleaning and lubrication chemicals which may expose the employee to fumes, dust and air contaminants and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Equipment Operator. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma or equivalent. Supplemental college courses in construction, management or supervision are desirable. Possess the equivalent of three years of work experience in street construction, maintenance, or related work, and traffic control certification.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class A California driver's license and a Tanker Endorsement.

**KNOWLEDGE/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, concrete curbs and gutters, and sidewalks and storm drains, shoulders, dirt streets and alleyways, parks, facilities, street trees, street-scapes, and City owned property. Methods and materials used in the following activities: dirt streets and shoulders, weed abatement, slurry and crack sealing, and street sweeping. Operational characteristics of specialized construction and maintenance tools and equipment; methods and techniques of supervision, training and motivation; principles and practices of project design and cost estimating; basic principles of contraction supervision; applicable federal, state, and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for recordkeeping and report preparation and writing; ability to read write and communicate; occupational hazards and standard safety practices.

**Ability to:**

Oversee and performs maintenance, repair and installation of asphalt, signals, signs, concrete and storm drains, shoulders, dirt streets and alleyways, parks, facilities, street trees, streetscapes, and City owned property. Operates a variety of tools and equipment used in maintenance and construction; estimates time and materials for completion of projects; reads and interpret blueprints, diagrams and sketches; performs heavy manual labor; drives and operates trucks, tractors, loaders, and construction equipment; plans, organizes and directs the work of subordinate staff; responds to after hours call-outs as assigned; organizes, prioritizes and follows-up on work assignments; works independently and as part of a team; makes sound decisions within established guidelines; analyzes a complex issue and develops and implements an appropriate response; follows written and oral directions; observes safety principles and works in a safe manner; communicates clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance equipment, tools, and materials.