

JOB DESCRIPTION – TOWN OF HYDE PARK

Title: HEAVY EQUIPMENT OPERATOR
Department: Highway Department
Supervisor: Road Commissioner
Pay Range: \$15.00 to \$18.00

Approved for Immediate Use on:

Approvals:

Current Employee (blank, if vacancy)

Date

Supervisor

Date

SUMMARY OF DUTIES AND RESPONSIBILITIES

Position operates under general supervision of the Road Foreman; a full-time, non-exempt position. This position requires experience with the basic aspects of highway and culvert construction and maintenance, heavy and small equipment operation and maintenance, job safety, mechanical ability, basic record keeping and reporting. Other tasks may be assigned by the Road Foreman.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- High school education or equivalent
- Prefer some experience with heavy equipment operation, road construction and / or road maintenance
- Ability to carry out written or oral directives or instructions
- CDL, preferably with air brakes endorsement and a clean driving record
- Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees
- Position requires energy and commitment to quality work with a team oriented approach
- To ensure the highest ethical standards and integrity the employee must have or attain through training, knowledge of the methods, techniques, materials and equipment involved in the maintenance, repair and construction of roads and drainage systems
- Knowledge of or ability to attain knowledge of snow and ice control techniques and practices. Ability and skill in operation of a variety of heavy vehicle and equipment
- Preferred past experience with winter highway plowing
- Basic computer skills; preferred skills include computerized equipment maintenance logs
- Final offer of employment subject to verification of clean drug and alcohol testing history

DUTIES AND RESPONSIBILITIES

- Relate to Town citizens in a professional, courteous and respectful manner, appropriately responding to their complaints and when unsure how to handle a complaint, communicate with or refer to the Road Foreman.
- Ensure proper safety procedures are followed; bring unusual personnel problems or safety concerns to the attention of the Road Foreman or Town Administrator
- Carry out a regular maintenance schedule for routine and preventative maintenance of equipment and keep records on all major pieces of equipment
- Recognize and communicate any roadway, facility, equipment or public concerns to Road Foreman
- Assist Road Foreman in ensuring 24 hour coverage for emergency situations giving high priority to winter maintenance: plowing, sanding and salting operations
- Requires night, weekend and holiday work.
- Maintain a working knowledge of federal, state and local statutes and regulations affecting department operations
- Maintain personal licenses or certifications required to perform job.
- Any other tasks as assigned by the Road Foreman relating to town operations.

WORKING CONDITIONS

This position requires work at all times of the day and night, weekends, and holidays and in inclement, unpleasant and hazardous weather conditions. The employee must follow all policies and rules to ensure personal safety, as well as the safety of the general public, other employees and town equipment. Regular lifting between 25 and 50 pounds is expected with the ability to perform strenuous physical tasks such as bending, lifting, carrying, digging, etc. in all weather conditions. Extended hours of riding in heavy equipment is also a requirement in addition to working in a facility that repairs vehicles and other equipment with noise, smoke and other environmental characteristics.

DISCLAIMER

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.