

## **JOB DESCRIPTION – TOWN OF HYDE PARK**

**Title:** HEAVY EQUIPMENT OPERATOR & GRADER OPERATOR  
**Department:** Highway Department  
**Supervisor:** Road Commissioner  
**Pay Range:** Based on Experience and Qualifications

**Approved for Immediate Use On:** 11-15-2020

### **SUMMARY OF DUTIES AND RESPONSIBILITIES**

Position operates under general supervision of the Road Foreman and is a full-time, non-exempt position. This position requires experience with all aspects of highway construction and maintenance, equipment operation and maintenance, job safety, mechanical ability, basic record keeping and reporting. This position requires the operator to be proficient or become proficient in the operation of the town road grader. Other tasks may be assigned by the Road Foreman.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- High school education or equivalent
- Education, training or work experience in civil engineering or related field beneficial
- Three years experience with heavy equipment operation, road construction and road maintenance
- Proficiency in road grader operations is expected with continued improvement
- Ability to carry out written or oral directives or instructions
- Ability to use a transit to establish grades and lay out projects beneficial
- 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 knowledge of the methods, techniques, materials, and equipment involved in the maintenance, repair and construction of roads and drainage systems
- Knowledge of snow and ice control techniques and practices
- Ability and skill in operation of a variety of heavy vehicle and equipment
- 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 to the immediate attention of the Road Foreman
- Carry out a regular maintenance schedule for routine and preventative maintenance of equipment and keep records on all major pieces of equipment in a digital format, as directed by the Road Foreman
- 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
- Assist Road Foreman in department work duties as directed
- Any other tasks as assigned by the Road Foreman relating to town operations, including non-highway work, such as maintenance of public properties and structures

## **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 adopted policies and rules to ensure personal safety, as well as the safety of the public, other employees, and town equipment. Regular lifting of items up to 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.