



Heavy Equipment Operator

Public Works – Buildings and Grounds

PW-BG/2

JOB SUMMARY

This position operates heavy equipment in the repair and maintenance of town parks and grounds.

MAJOR DUTIES

- Operates a variety of equipment, including dump trucks, back hoes, bucket truck, bush hog, roller, etc.
- Maintains assigned vehicles and equipment; performs pre- and post-trip vehicle inspections.
- Transports materials and equipment to and from work sites.
- Flags traffic and installs traffic control devices at work sites.
- Opens and closes graves.
- Operates a bucket truck to trim trees.
- Loads truck.
- Operates a roller to maintain gravel and asphalt surfaces.
- Maintains landscaping.
- Operates a tractor and bush-hog to mow grass.
- Responds to after-hours emergencies.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the techniques, equipment, and supplies used in grounds and cemetery maintenance.
- Knowledge of town and departmental safety policies and procedures.
- Knowledge of the geography of the town, including street names and locations.
- Skill in the operation of assigned vehicles, trucks, and heavy equipment.

- Skill in the use of hand and power tools.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Buildings and Grounds Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include traffic laws, work safety policies, town codes, and town and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related equipment operation duties. Inclement weather and heavy traffic contribute to the complexity of the position.
- The purpose of this position is to operate heavy equipment in maintenance and repair of town grounds and cemeteries. Successful performance contributes to the provision of safe and well-maintained parks, rights-of-ways, and cemeteries.

CONTACTS

- Contacts are typically with coworkers and the general public.
- Contacts are typically to exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Or any equivalent combination of education and experience which provides required knowledge, skills, and abilities.
- Possession of or ability to readily obtain a valid commercial driver's license for the type of vehicle or equipment operated.