

CITY OF HARLAN
JOB DESCRIPTION AND SPECIFICATIONS

Job Title: Light Equipment Operator Incumbent:
Department: Streets Reports to: Street Superintendent
Date: FLSA Status: Non-Exempt

JOB SUMMARY

Under supervision to perform skilled work in the operation of light construction and maintenance equipment involving municipal street and public works projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

Operate small and light motorized equipment to dig, excavate and move dirt and material and participate in snow removal activities.

Perform routine preventative maintenance schedules and clean, fuel and maintain assigned equipment, conduct walk around inspection prior to operating.
Clean streets and roads, pick up debris and trash.

Operate equipment to maintain and clean alleys, ditches, storm water ways and culverts.

Operate chain saws, bucket truck, compressors, pneumatic tools, rollers, paving saws, and related equipment.

Load, unload, move and stockpile material including salt, sand, dirt, gravel, etc.

Assist and participate in work related to construction and maintenance activities including operation of smaller equipment and performance of physical labor such as raking, shoveling, crack filling, etc.

Prepares and maintains records and inventories of street signs.

Maintain regular and punctual attendance at work.

Establish and maintain effective working relationships with fellow employees, City officials and the general public.

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MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from standard high school or GED equivalent and some prior work experience driving, operating or servicing trucks or related automotive equipment, or any combination of experience and training which provides the required knowledge, skills and abilities.

Special Requirements

Valid Iowa CDL License: General and Tank (air brakes, when needed).

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Cognitive Demands

A good working knowledge of the practices and principals of operating, maintaining and servicing trucks and light equipment, and of laws and regulations governing the operation of trucks and equipment including accepted safety policies and practices, hazards and precautions. Ability and skill in the safe operation of power tools and light equipment used in the construction and maintenance of City property and right of ways.

Language Ability and Interpersonal Communication

Requires effective communication skills and the ability to provide effective and courteous assistance to employees and the general public. Requires the ability to speak effectively with fellow employees; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather conditions, and vibration. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually very loud.

ACKNOWLEDGEMENT

I have read and understand the information contained in the Job Description and Specifications. I further understand that this Job Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. Also, while this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work overtime, different shifts or hours, outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

Employee's Signature

Department Head

Date

Date

The City of Harlan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and job incumbents to discuss potential accommodations with the Employer.