



## City of Irving Job Description

### Heavy Equipment Operator

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Multiple
<b>Job Code:</b>	O622	<b>Reports To (Job Title):</b>	Designated Supervisor or Section Chief

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#### PURPOSE

To operate vehicles and/or heavy equipment in accordance with safety procedures to accomplish assigned tasks.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- As senior operator of a small workgroup, coordinate activities and ensure the safety of assigned collection crew members, acting as lead worker by providing guidance and expertise.
- Operate refuse, brush, boom and roll-off trucks up to 60,000 lb. GVW; or, backhoe, Gradall, front-end loader, box tractor, mudjack, and/or other similarly complex vehicles or equipment, based on assignment, in accordance with safety procedures to accomplish assigned tasks.
- Report damaged to vehicles and equipment, accidents, and other road hazards and obstructions to immediate supervisor.
- Maintain records of work performed, and ensure documents are properly completed.

#### **If Assigned to Streets Division:**

- Erect protective barriers for protection of worksite and workers.
- Maintain availability for on-call shift rotation.
- Perform related duties as assigned, including cross training.
- Inspects equipment and vehicle, including maintaining proper fluid levels and performing minor repairs and preventative maintenance.

#### OTHER DUTIES AND RESPONSIBILITIES

- Communicate effectively on city 2 way radio.

#### **If Assigned to Streets Division:**

- Perform Emergency Operations, operate in Inclement Weather and on a standby basis.

#### SUPERVISORY RESPONSIBILITIES

*As assigned*, Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 2 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of the 12th grade.

### **EXPERIENCE**

- One (1) year of relevant experience, which, *if assigned to Solid Waste Services*, should include increasing responsibility driving a vehicle requiring a Class A or B driver's license to operate.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

#### **If Assigned to Streets Division:**

- Valid Texas Commercial Driver's License Class A
- Confined Space Training
- Excavation Training
- Smith Driving School or equivalent
- Earth Moving Training
- Forklift Training
- Roadway Worker Protection Certification

### **KNOWLEDGE OF**

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Safety: Safe working practices, which, *if assigned to Streets Division*, includes Basic Traffic Safety Laws.
- Practices, Policies, and Laws: City and Departmental Policies, as well as pertinent Federal & State laws, Municipal Ordinances, Codes, Regulations, & policies.

#### **If Assigned to Streets Division:**

- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

### **SKILLS AND ABILITIES IN**

- Basic Math: Adding, subtracting, multiplying, and dividing quickly.
- Active Learning: Working with new material/equipment or information to grasp their implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.

- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating diverse equipment including computers.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Service orientation: Actively looking for ways to help people.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting and carrying out a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

## **CONTACTS**

Interacts with others, generally to coordinate support with internal customers and assist with the immediate needs of the general public, business entities, vendors, contractors, primarily residents.

## **EQUIPMENT AND PROPERTY**

*If Assigned to Streets Division:* Variety of pneumatic hydraulic and electric hand tools varying of size and function. Various power tools, hand held tools, jack hammer, hand tools, shovel, posthole digger, chain saw, pole saw, string line trimmer, hedge trimmer, surface grinder, concrete saw, cutting torch, wire feed welder, as well as, a computer utilizing various software.

## **PHYSICAL DEMANDS**

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.\*

The employee consistently is required to drive a vehicle, grasp, handle, feel, lift up to 25 lbs, listen, pull, push, reach, see, smell, and/or stoop. Frequently, s/he is required to balance, climb, kneel, lift up to 50 lbs, talk, and/or walk. Occasionally, s/he is required to crawl, run, sit, and/or stand. In rare instances, s/he must lift up to 100 lbs.

## **WORK ENVIRONMENT**

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

The employee is exposed to extreme vibration, blood-borne pathogens, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, uneven ground, improper illumination, moving mechanical parts, noise, hazardous traffic conditions, and/or toxic or caustic materials. This job requires her/him to make decisions directly affecting the safety of others. The noise level in the work environment usually is loud.

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

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.