



City of Irving Job Description

Utility Equipment Operator

FLSA Status:	Non-Exempt	Job Department:	Water Utilities
Job Code:	39652	Reports To (Job Title):	Designated Supervisor

PURPOSE

To operate vehicles and/or 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.*

- Operate dump truck and/or other similarly complex vehicles or equipment in accordance with safety procedures to accomplish assigned tasks.
- Inspect equipment and vehicle, which includes maintaining proper fluid levels and performing minor repairs and preventative maintenance.
- Report damaged collection vehicles and equipment, accidents, and other road hazards and obstructions to supervisor.
- Maintain records of work performed.
- Communicate effectively on City radio.
- Maintain availability for on-call shift rotation.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- None

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

N/A

QUALIFICATIONS:

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

EDUCATION

- High School Diploma or GED is required.

EXPERIENCE

- At least one (1) year of related experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license.
- Certain assignments require additional certifications.

KNOWLEDGE OF

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Traffic Safety: Basic traffic safety laws.
- 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, or dividing quickly.
- Active Learning: Working with new material or information to grasp its 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.
- 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

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a 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 primarily residents. Also, may interact with visitors & Businesses.

EQUIPMENT AND PROPERTY

Dump truck, various tools/machinery, and city radio.

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

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, improper illumination, moving mechanical parts, noise, hazardous traffic conditions, and/or toxic or caustic materials. This job requires the employee 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.