

CITY OF CHARLEVOIX

Title: Equipment Operator

FLSA: Non exempt

STATUS: Full-time, union

Department: Department Public Works

Reports To: Superintendent, Department Public Works

Date: April 6, 2015

Position Purpose

Incumbent(s) performs construction and maintenance work involving the safe and efficient operation of light and heavy duty equipment and vehicles, and power-driven equipment (see equipment list below under minimum qualifications).

Scope

Incumbent(s) provide manual labor, following basic routines and as directed by a supervisor during the construction, repair, and/or maintenance of City streets, sewers, parks, and cemeteries. Individuals must be able to work collaboratively/in support of other City departments. Position involves considerable physical strength and manual dexterity. Incumbents work outside/exposed to varying weather conditions and unpleasant work situations, e.g., dirt, noise, sanitary sewer material and odors, etc. Job functions require strict adherence to safety requirements. Individual(s) work in the Charlevoix community where they may interact with visitors and residents. Consequently, workers are expected to present a courteous and positive image of the City of Charlevoix at all times. More experienced operators shall be required to supervise 2-3 less experienced crew members.

Essential Job Functions

Operate equipment and perform manual labor to complete any task that may arise from maintenance of streets, parks, beaches, cemetery, recreational facilities, sanitary sewer system, storm drainage system, sidewalks, and curbs.

Responsible for the safe and efficient operation of a variety of light and heavy equipment, such as trucks, snow plows, underbody blade trucks, tractors, loaders, backhoes, catch basin cleaners, sewer jet equipment, brush chippers, leaf vacuums, and similar power equipment. Operate rollers, pumps, air compressors and hammers, compactors, etc., as required. Change attachments to equipment as required. Fuel and clean equipment. May assist in maintaining equipment/performing light repair.

Perform shoveling, digging, backfilling, hauling and loading operations, e.g., may load and haul sand and gravel. Haul tables (up to 220 lbs.), benches, and garbage barrels and bags (up to 60 lbs.).

Perform sidewalk, curb, and gutter construction, maintenance, and repair, e.g., construct forms, pour and finish concrete.

Perform street cleaning; perform street maintenance and repair, patch pavement and finish concrete and asphalt as required.

Maintain appearance of streets, parks, cemetery, et al. Perform leaf, grass, and brush pickup. Cut trees and brush (up to 24" in diameter) with chain saws. Mow grass in parks, cemeteries, and other public areas. Operate push mower and front deck mower on inclines and uneven ground. Weed whip, etc.

Plant trees manually (2-3' below ground and lifting up to 150 lbs.).

Assist in the cleaning and maintenance of sanitary sewers and the installation, cleaning, and maintenance of culverts. For this purpose, may climb in and out of manholes and excavations during sewer repairs, water or storm line repairs.

Install signs and posts, requiring digging post holes or pounding posts in place with pneumatic jack hammer, climbing on ladders and working "overhead."

Perform snow removal manually and operating snow removal equipment.

Minimum Qualifications

- High school or equivalent
- Michigan Driver's license with CDL endorsement (or ability to obtain one within 60 days) and a good driving record
- Minimum of one year experience operating light and heavy duty equipment (i.e. zero turn lawn mowers, leaf vacuum, chipper, dump trucks, backhoes, loaders, forklifts, tractors, etc.).
- Ability to follow oral and written instructions.
- Manual dexterity and the ability to perform strenuous work outdoors and under adverse weather conditions. Ability to lift up to 150 lbs.
- Mechanical aptitude and the ability to operate light and heavy equipment effectively and safely.

Preferred Knowledge, Skills and Abilities:

- Some masonry experience.
- Knowledge of turf/basic landscape principles.
- General knowledge of plumbing and heating and facilities/building maintenance.
- Knowledge of sanitary sewers and storm sewers.
- Certification with pesticide application.
- Irrigation systems from wells and domestic water.
- Technical trouble shooting of controllers, pumps, and variable frequency drive motors.
- General knowledge of computers and internet research capabilities

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change.

City Council Approval: April 6, 2015