



City of Newburyport
Department of Public Services
Highway Division
AFSCME Union
Heavy Equipment Operator
Grade 8
Job Description

Position Purpose:

The purpose of this position is to be responsible for the safe and efficient operation of heavy equipment and heavy and/or light vehicles on assigned projects or activities of a public service nature which may entail road and sidewalk construction and maintenance; maintenance of parks and cemeteries; maintenance and repair of City buildings. An individual in this position is also expected to perform many different types of maintenance and repair work and manual labor in addition to driving CDL vehicles and operating heavy equipment. A Heavy Equipment Operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

Supervision Received: Works under the general direction of the DPS Carpenter Foreman, the Construction Foreman, the General Foreman, the Deputy Director of Public Services or the Director of Public Services; follows established department general and special orders, rules, regulations policies and procedures.

Supervision Given: May Supervise summer help, Community Service and/or Inmates

Job Environment:

Work is performed in a garage, yard, buildings, streets, neighborhoods, and field locations including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts and exposed to electrical shock on occasion. Work is performed inside and outside in all weather conditions. May work in confined spaces related to storm water basin or drainage work Requires the operation and maintenance of light and heavy trucks and heavy equipment including but not limited to: backhoe, front –end loader, street sweepers, bobcat, snowplows, tractors, lawn equipment and CDL vehicles. Also requires the operation of hand tools, power tools and jackhammers. Occasionally uses a ladder when handling building maintenance.

Makes occasional contacts with the general public to handle resident's questions onsite. Most contacts are with fellow employees in the department or other city departments

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Operates all heavy equipment for various public services construction and maintenance and large scale snow removal projects.
- Installation, repair and maintenance of water drainage systems including ,catch basins, water drain pipes, culverts etc. with restoration of sidewalks and roadways upon completion of work
- Mows grass, weeds and brush. Raked and picks up refuse, leaves and other debris.
- Clears culverts, drains, roads, ditches, and hydrants. Maintains parks, cemeteries and other grounds including trash removal.
- Performs other manual and machine assisted maintenance, repair and construction work of roads and drainage ditches.
- Plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc. Responsible for all duties related to snow removal operations.
- Spreads sand, gravel and asphalt. Lays asphalt and patches streets.
- Digs and moves materials with hand tools, wheel barrows and hand trucks. Loads and unloads heavy materials from vehicles. Assists with stocking operations. Uses heavy equipment to move large items.
- Working knowledge of Dig Safe Procedures
- Performs other heavy laboring and various unskilled and semi-skilled tasks essential to municipal building, public works, and utility operations using a wide variety of power, pneumatic and hand tools.
- Assists with preparing, maintaining, and performing job site and work safety practices.
- Is subject to call out to respond to emergencies after normal working hours.
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures, and general operating condition. Services, Maintains, clean and wash vehicles and equipment.
- Coordinate with Funeral Directors and/or vault installers when opening or closing burial sites
- Performs set up and take down labor for numerous citywide events including; parks, downtown, waterfront areas and docks.
- Performs minor building maintenance tasks at all municipal buildings such as painting, light carpentry, etc.
- Performs street sweeping
- Assist with trimming and removing trees as needed.

Minimum Required Qualifications:

Must have a High School Diploma or GED with 3 years of construction, heavy vehicle driving and heavy equipment operation experience; or any equivalent combination of education, experience and training. All employment offers are conditional upon passing a reference and Criminal Offender Record Information (CORI) check.

Special Requirements:

Must have and maintain a Commercial Drivers License (CDL) Class B with airbrakes endorsement. Must have and maintain Hoisting Engineer License-2B. Must submit to CDL Drug testing regulations.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the safe practices of operating heavy equipment and heavy vehicles; thorough knowledge of road and/or construction; knowledge of proper tools to use for different building, public services maintenance, or construction jobs.

Ability: Ability to read, write, and comprehend, ability to follow written and oral instructions; ability of work as a team with others to accomplish a project ability to read and follow safety procedure; ability to work for long hours and perform physical labor is necessary;

Skill: Skill in using Heavy Equipment, Snow Plows, Mowing Equipment, CDL vehicles, and various power tools and hand tools.

Errors and Omissions:

Errors could result in injury to other employees or Citizens, Large scale damage to building or equipment, liability from personal property damage and delay in service or the cost to rework a public services project.

Physical and Mental Requirements:

While performing the functions of this job, the employee is required to sit, stand , walk and listen for extended periods; may come in contact with toxic or caustic chemicals and risk of electrical shock, uses hands to find, handle or feel objects, tools or controls; reaches with hands and arms; kneels and bends to work on equipment or projects; specific vision abilities required, include : close and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle and equipment accurately and efficiently; ability to frequently lift up to 50 lbs and occasional lift up to 100 lbs; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by mutual agreement between the Union and the employer as the needs of the employer and requirements of the job change.)