



## **Equipment Operator Job Description**

### **Nature of Work:**

This is semi-skilled manual labor in the operation of light and moderately heavy trucks and motorized equipment on road construction and repair, and in the snow and ice removal operations of the Denmark Public Works Department.

Employee of this class is able to handle and operate all truck attachments and carry out assignments with relative ease. Employee will operate large pieces of equipment on a regular basis. Employees participate in loading and unloading work. Duties include the performance of manual labor tasks in connection with the operation of trucks or completion of seasonal work projects. Work instructions may be received in detail for each job to be performed or may follow an established routine. Work is subject to review upon completion by the Public Works Director. Other duties of a physical nature related to the operations of the Public Works Department may be required.

### **Supervision Received:**

Work is performed under the general direction of the Public Works Director in accordance with established procedures and routines. Work is reviewed through discussion and observation of results obtained.

### **Essential Duties and Responsibilities:**

1. Operates trucks and sanders in the plowing, sanding and snow removal of roadways and parking lots.
2. Operates light to moderately heavy trucks in performance of public works duties.
3. May operate other heavy equipment as needed and may operate heavier equipment such as front end-loaders, graders, excavators, etc.
4. Operates a light or moderately heavy truck transporting dirt, gravel, wood and wood construction materials; assists in loading or unloading trucks.
5. Performs varied maintenance work including rebuilding storm drains and culverts, patching and building roads and other general duties.
6. Assists in the seasonal repair and maintenance of municipal roads, parks, ball fields, beaches, boat-ramps and cemeteries.
7. Picks up debris such as blown down trees; straightens signs and posts; picks up leaves, brush and other trash.
8. Winterizes trucks, equipment; and mounts sanders.
9. Assists in general repair and preventive maintenance on vehicles and equipment and assists in general maintenance of the Public Works Garage and other municipal facilities.
10. Performs related work as required.

### **Required Knowledge:**

1. Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.
2. Knowledge of the traffic laws, ordinances and rules involved in the operation of automotive vehicles.
3. Ability to obtain knowledge of the geography of the Town of Denmark, including the location of roads.
4. Ability to operate trucks and other equipment safely and according to laws and regulations. Ability to make minor repairs, adjustments, and service to automotive equipment.

5. Ability to learn the operation of heavier motorized equipment.
6. Ability to perform manual labor for extended periods of time under adverse climatic conditions.
7. Must be available to work nights & weekends during the winter season; and any major storm or event which requires the Public Works Department throughout the year.
8. Attend mandatory training classes, follow up workshops, and training required by the Public Works Director or the Town Manager.
9. Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records on basic Public Works operations.
10. Perform any additional tasks as required by the Public Works Director or the Town Manager.

**Training and Experience Desired:**

High school graduation and experience in the operation of standard automotive equipment heavier than passenger vehicles; experience in the operation of heavy machinery , or any equivalent combination of experience and training.

**Necessary Special Requirements:**

1. Must be able to continuously maintain a Class B drivers license throughout employment.
2. Submit and pass random drug testing which may be conducted yearly.

**Functional Requirements:** Must make provision for after hour calls.

**Working Conditions/ Physical Demands**

1. Work is generally performed outdoors under varying conditions and circumstances in a moderately noisy environment.
2. The employee must be able to bend, pull , reach, stoop, talk, and kneel.
3. Work in a moderate to high stress work setting.
4. Light to moderate physical activity with lifting of 20lbs and occasional lifting of objects weighing over 20lbs.
5. Must be able to interact courteously and tactfully with managers , co-workers, customers, vendors, or associates. Failure to do so to a point where productivity or morale suffers may be grounds for dismissal.

The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed , at any time, at the sole discretion of the Selectmen or Town Manager under direction of the Selectmen to provide for changing community needs.

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Select Board Chairman

\_\_\_\_\_  
Select Board Member

\_\_\_\_\_  
Select Board Member

<p>Upon hiring Employee will sign acknowledging the understanding of the outlined job description.</p>	
<p>_____</p>	
Employee Signature	Date