ASHEVILLE, NORTH CAROLINA

Classification Specification

Equipment Operator I, Lead
Job Code: 9987
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to lead a crew involved in driving or operating heavy trucks, tractors, and other equipment where driving and maneuvering the vehicle constitutes the majority of the work required to complete assigned projects in an assigned department.

Distinguishing Characteristics:

This is the second level in the Equipment Operator series. Incumbents in this classification utilize equipment that involves the operation of moderately simple and routine mechanisms and provide lead guidance, direction, and training to assigned staff.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Leads and coordinates daily work activities of assigned co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers; assists with complex/problem situations and provides technical expertise; and assists with training and instructing co-workers regarding operational procedures and proper use of equipment.

Operates various equipment and vehicles to complete tasks for various projects and activities in assigned department; drives vehicles over public roads, work sites, rights-of-way, parks, public works facilities, and other City

property; maneuvers in and around traffic, parked cars, equipment, utilities, and other obstacles; obeys all traffic laws and safety guidelines; and monitors immediate environment and work area to ensure the safety of operator, other workers, the equipment, and the public.

Drives dump trucks, brush trucks, or trucks with trailers in order to transport and haul materials between original and final destinations for use in department projects: positions vehicle to allow for the most efficient and effective loading or dumping of materials; secures all doors, gates, and fasteners to prevent spillage or loss of load; operates dumping mechanism to dump materials at appropriate locations; and operates truck and dumping mechanism simultaneously to spread materials along prescribed path to required specifications.

Operates tractors and tractor-mounted mowing equipment to mow and maintain rights-of-way, parks, and other City property, including operation of side-arm, bush hogs, and rear-mounted mowers, but not exclusively small riding mowers: scouts path for and removes rocks, debris, and other obstacles that may cause damage to the equipment, property, or the public; and determines proper settings and adjusts mowing and raking equipment for desired height and trajectory.

Operates asphalt roller, compactor, and patching truck to construct new or make repairs to existing streets and paved surfaces: flattens and compresses dirt, gravel, asphalt, and other materials; fills potholes, cracks and other deformities; drives truck to work location and positions vehicle to allow for optimum delivery of asphalt; utilizes dumping mechanisms to apply specified amount of hot asphalt to desired area; operates spraying mechanism to aim and distribute a fine stream of asphalt along cracks in the pavement; utilizes rakes, shovels, and other tools to manually spread and seal asphalt; and marks newly constructed/repaired pavement as appropriate.

Drives special purpose trucks with mounted tanks to transport and distribute water, insecticide, oil, or other liquids for use in maintenance, upkeep, and construction projects; determines proper settings and adjusts spraying mechanisms to distribute desired amounts of liquids for both informal and controlled applications; operates flusher and water truck to rinse debris from streets and apply water to construction sites to reduce dust levels; operates spraying mechanism on mosquito truck to distribute insecticide; and operates asphalt distributor to apply oil along prescribed path for street construction prior to pavement of streets.

Inspects and prepares equipment for safe and proper operation prior to beginning work for the day: performs light maintenance on equipment, which includes changing oil, refueling, and refilling lubricants; cleans vehicles, beds, and mounted equipment upon completion of assignments; and secures vehicle after use.

Performs manual labor in support of department projects: collects, transports, loads and unloads materials, supplies, tools, and equipment to and from the worksite; digs ditches, trenches, and holes manually or utilizing power equipment; shovels, rakes, spreads, compacts, and levels dirt, rock, asphalt, cement, and other materials; retrieves supplies, materials, tools, equipment and other items and runs various errands as needed; and removes litter, debris, and deceased animals from roadways and other City property.

Performs other duties in support of City operations: provides coverage during special events and activities as needed; responds to emergency and disaster situations; provides assistance to other employees or departments; and performs other related duties as required.

Follows established safety procedures: utilizes safety equipment and wears protective gear; monitors work environment to ensure safety of employees and other individuals; monitors traffic conditions surrounding trucks and equipment to identify obstructions, pedestrians, or unsafe traffic conditions; flags and directs traffic and places markers, signs and cones around project and work site to ensure safety of crew and the traveling public; reports any incidents, accidents, problems, or unusual situations.

Communicates with supervisor, other City employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, work orders, time sheets, vehicle inspection logs, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required; supplemented by two years of experience in operating heavy equipment in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must obtain and maintain a valid North Carolina Class B Commercial Driver's License (CDL), including appropriate endorsement(s) within 90 days of hire. Must obtain and maintain Flagger and Work Zone Safety certification within 90 days of hire.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA Compliance:

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50

pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, water hazards, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.