ASHEVILLE, NORTH CAROLINA

Classification Specification

Equipment Operator II, Lead
Job Code: 9990
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to lead a crew involved in driving and operating vehicles and other equipment with specialized functions that involve the operation of mechanisms to complete tasks for various maintenance, repair, and/or construction projects for an assigned department, in addition to driving and maneuvering the vehicle.

Distinguishing Characteristics:

This is the fourth level in the Equipment Operator series. Incumbents in this classification utilize equipment that have mechanisms that are somewhat complex to operate, requiring more dexterity and finesse, or larger vehicles requiring a higher level of skill to drive and maneuver in and around confined spaces, as well as equipment included in lower levels in this job family, 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 related to the maintenance, repair and construction of City roadways, rights-of-way, sidewalks, storm drainage systems, and other infrastructure projects: drives vehicle 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 roll-off container truck and dump truck to haul materials to and from work sites: maneuvers and positions vehicle to allow for proper alignment of containers to be placed or retrieved; connects container to truck and operates winch, checking for proper load distribution and support for the vehicle; secures all doors, gates, and fasteners to prevent spillage or loss of load during transport; and dumps material at appropriate location.

Operates bobcat, backhoe-mounted loader, and loaders of similar size to load and/or move gravel, dirt, sand, and other materials for smaller projects and loads: and utilizes bobcat to clear land or debris.

Operates backhoe to perform basic digging, trenching, and clearing of land or materials for maintenance, repair, and construction projects: controls placement of equipment and determines optimum approach to each digging scenario in order to minimize destruction of property and avoid electric, water, sewer, and other public utility lines.

Operates tractors with articulated boom mowing system to mow rights-of-way, other City property along steep slopes, ditches, and hard-to-reach areas inaccessible to most mowing equipment; scouts path for and removes rocks, debris, and other obstacles that may cause damage to the equipment, property, or the public; determines proper settings and adjusts boom for proper angle, height, and trajectory; and maneuvers and monitors boom mower for optimal operation.

Drives knuckle-boom truck to collect trash, limbs, and other debris from work sites and other City property: positions vehicle alongside targeted debris; operates truck- or trailer-mounted knuckle-boom arm to pick up debris and load it into the truck; secures all doors, gates, and fasteners to prevent spillage or loss of load during transport; transports load to the landfill; and dumps material at appropriate location.

Fuels and performs routine maintenance of equipment in the field: drives fuel truck requiring hazardous materials endorsement to work sites to fuel equipment; greases equipment; changes and repairs tires as necessary; changes blades, belts, and chains; and checks fluids and performs other minor repairs as appropriate.

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 construction, maintenance, and repair projects: lifts, moves, loads, and unloads materials, equipment, tools, and supplies; 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; collects, transports, loads and unloads materials, supplies, tools, and equipment to and from the worksite; removes litter, debris, and deceased animals from roadways and other City property.

Performs other duties in support of City operations: operates equipment and trucks included at the lower level in this job family; provides coverage during special events and activities; 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; and

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, with vocational or technical training in heavy equipment operation or a related field; supplemented by two years of experience in heavy equipment operation 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 possess and maintain a valid North Carolina Class B Commercial Driver's License (CDL), including appropriate endorsement(s). Must possess and maintain Flagger and Work Zone Safety certification.

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 and descriptive 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 instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 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.