ASHEVILLE, NORTH CAROLINA

Classification Specification

Equipment Operator III, Lead
Job Code: 9994
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 complex mechanisms to complete tasks for various maintenance, repair, and/or construction projects in an assigned department, in addition to driving and maneuvering the vehicle.

Distinguishing Characteristics:

This is the sixth level in the Equipment Operators series. Incumbents in this classification utilize equipment that have mechanisms that are complex to operate, require the highest degree of skill, dexterity, and finesse to perform work to exacting tolerances, 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.

Maneuvers heavy equipment and operates complex mechanisms involving digging, moving earth and materials, grading, loading, and performing similar tasks in order to advance projects relating to construction and maintenance of City roads, grounds, property, utilities, rights-of-way, and other infrastructure; equipment is primarily driven and operated on-site, but does require some driving over public roads; maneuvers in and around traffic, crew workers, 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.

Operates excavator, track hoe, and backhoe to perform skilled digging and trenching for maintenance, upkeep, and construction for assigned department, where exacting tolerances and specifications are required; controls placement of equipment and determines optimum approach to each digging scenario to minimize destruction of property and avoid electric, water, sewer, and other public utility lines.

Operates a track or rubber-tired loader with large volume and weight capacities to load materials into trucks or move them over short distances; positions equipment and controls height, angle, and position of scoop for optimum delivery of payload; and controls amount, and weight of materials being lifted to avoid exceeding equipment capacity.

Operates motor-grader, scraper, and excavator with blade attachment to set gradients for large construction and maintenance projects such as roads, landscaping, embankments, and other projects requiring exacting specifications related to slope, angle, and pitch; determines appropriate settings and adjusts blades for height, angle, and pitch to achieve desired outcome; and maneuvers equipment and operates mechanisms to skillfully set gradient, smooth surfaces, and spread materials.

Operates bulldozer, scraper, and compactor to move earth, gravel, sand, and other materials for large construction and maintenance projects; and operates mechanisms to establish rough grades or to smooth and compact surfaces in preparation for pavement, construction, or other work.

Drives large tractor-trailer rigs and low boys to transport and move construction equipment to and from job sites; positions vehicle to allow for the most efficient and effective loading or unloading of equipment and materials; and secures all doors, gates, and fasteners to prevent spillage or loss of load.

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 three 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 A and 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 and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

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 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.