**CITY OF WILLISTON**

REVISED: 12/01/2021 NONEXEMPT

PAY GRADE: UNION: ELIGIBLE

**EQUIPMENT OPERATOR I**

**GENERAL STATEMENT OF JOB**

This is manual and semi-skilled work in maintenance equipment operation. This includes, but is not limited to operating various tractors with mowers, flatbed trucks, dump trucks, and a variety of construction equipment. Manual labor involved in general maintenance, construction and labor activities. Public Works employees may be periodically assigned to supervise inmates for up to nine months at a time.

**ESSENTIAL JOB FUNCTIONS**

1. Equipment and vehicle maintenance - Responsible for daily and weekly maintenance of equipment and vehicles as assigned. Washes vehicles and equipment. Performs general maintenance on equipment such as changing oil, blades and grease fittings. Stands, bends, stoops and stretches from waist and shoulders to perform maintenance of pick ups, one-ton trucks and tanker truck and to maneuver implements into final hook-up position.

2. Operation of tractors and vehicles - Operates various types of tractors with a variety of attachments, dump body trucks with or without various size trailers up to 21 feet in length and tanker trucks. Use of both hands and feet are necessary to simultaneously steer, shift gears, operate throttle and raise or lower various implements.

3. Operation of power and hand tools - Operates chain saws, weedeaters, hedge trimmers, large tree spade, shovel, post hole digger, axe, etc. Using push mowers and riding mowers cuts grass, weeds, and shrubs. Requires frequent bending, twisting of upper torso, stretching and lifting.

1. Performs manual labor - This may include loading and unloading equipment and

 supplies from trucks and trailers, picking up trash, trimming or removing trees,

 manually cutting grass and shrubs, caring for seed beds, mowing drainage retention

 areas on uneven slopes. Performs general maintenance of city streets and right-of-

 ways, including using push broom to sweep debris from the streets. Loads and

 unloads materials using a shovel for prolonged periods. Performs litter control and other

jobs for departments such as moving furniture and miscellaneous work. May be required to manually lift up to 40 pounds on a routine basis and occasionally up to 80 pounds.

Sets up and operates storm pumps as needed.

5. Hot Patch/Concrete Work – Streets/Stormwater: May be required to perform asphalt and concrete installation and repair duties or cross-train in this area. Performs concrete repair work including physically removing, mixing and pouring concrete. Assists hot/cold patch crew by unloading hot asphalt from the truck, filling potholes, and tamp hot asphalt.

6. Performs Record Keeping - This may include completing vehicle and equipment maintenance cards, work records, and personal time sheets and any paperwork associated with the supervision of inmates.

**EQUIPMENT OPERATOR I PAGE TWO**

**ESSENTIAL JOB FUNCTIONS CONT'D**

7.Customer Service - Communicates clearly and courteously in person, by phone and two-way radio with other City employees and the general public.

1. Supervision: May supervise and train crews in the safe operation of equipment and proper procedures.

 Public Works- Supervision – For up to nine consecutive months and on a rotational

 basis as needed by the department, may supervise inmate workers in their performance

 of manual labor duties. Must make a call each morning and afternoon to Marion

 County Correctional Institute (MCI) for an inmate count. Report daily personnel

 work duties by each inmate for the generation of a monthly report to be sent to MCI.

 Inmates may be from Marion County Jail or MCI.

1. Operational Requirements: Based upon operational requirements or situations where the number of available Equipment Operator I’s exceeds the number needed to operate equipment or perform their regular duties, employees in this classification will be reassigned to work in whatever capacity or function those Divisions require. The length of such assignments will vary.

Required to report to work if an emergency situation exists to protect, prevent, repair or

 minimize damage.

**NONESSENTIAL JOB FUNCTIONS**

Performs other work as assigned.

**MINIMUM QUALIFICATIONS**

High school graduate or GED preferred. Must have one year experience in general maintenance, construction, grounds or turf maintenance. Must have one year of light to medium equipment experience.

RECREATION & PARKS: Must have six months athletic field work or median/tree landscaping work. Must have worked 50 hours on special events and/or weekends.

STREETS/STORMWATER: **Prefer the following:** Six months of cumulative supervisory experience. Except as prohibited by gender, the ability to meet all requirements of Inmate Supervision Class and pass the background checks as required and conducted by the State of Florida. Prior experience with pump and hose and facility setups.

**EQUIPMENT OPERATOR I PAGE THREE**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must have basic skills in reading, writing and math. Must be familiar with written policies and city procedures. Must be able to follow oral and written instructions. Ability to communicate clearly and concisely for radio communications. Ability to adjust work assignments to meet the needs of the division. Ability to learn repetitive tasks quickly. Ability to work with a minimum of supervision. Ability to remain calm in stressful situations. Must be prompt and regular in attendance.

Must have knowledge of the operation and maintenance of light dump trucks, tractors, implements, one-ton trucks and related equipment. Knowledgeable of the occupational hazards involved and the ability to become skillful in the safe operation of standard and light powered hand tools. Ability to work in various weather conditions. Ability to do excessive walking over uneven ground. Must be alert at all times, especially when supervising inmate workers.

**LICENSE/CERTIFICATES**

Must possess and maintain a valid Florida Operators Driver's License with an acceptable driving record.

Recreation and Parks: Must maintain a valid Florida Class "B" Commercial Drivers License within six months of the date of hire or promotion. However, a Class "A" license with air brake certification would be preferred.

Streets/Stormwater: Must maintain a valid Florida Class "B" Commercial Drivers License within six months of the date of hire or promotion. However, a Class "A" license with air brake certification would be preferred.

**RESIDENCY REQUIREMENT**: Employee must, within one year of date of hire or promotion to this position, reside with 45 minutes of the assigned work facility.

**ASSIGNED CITY VEHICLE** YES \_\_\_\_ NO \_\_\_X\_\_

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).