



EQUIPMENT OPERATOR

JOB DESCRIPTION

Department: Public Works	Division: Operations
Work Location: Public Works Building	Percent Time: 100%
Job Type: <u>Civil Service</u>	FLSA Status: Non-exempt
Reports To: Operations Supervisor	Union: AFSCME

JOB SUMMARY

Repairs and maintains streets, alleys, sidewalks and parking lots; removes snow from streets and parking lots and spreads snow abatement material; manufactures, repairs and replaces street signs; repairs and replaces sewer lines, inlets and manholes; cleans sewer lines; cleans streets and Public Works facility; mows grass, picks up leaves, and grinds stumps; operates equipment as assigned.

Distinguishing Characteristics: This job class performs general equipment operating tasks while learning the more skilled tasks. Incumbents in this classification receive on-the-job training, specific day-to-day direction, under supervision. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Equipment Operator II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Under supervision and through training and experience, employees in this classification are assigned increasingly responsible duties.

ESSENTIAL FUNCTIONS

- Repairs streets and alleys by asphalt patching, crack sealing, grading, and laying bricks using air tools and construction equipment as assigned.
- Removes, sets forms, pours and finishes concrete for streets, sidewalks, curbs, gutters, and wheelchair ramps using air and power tools as assigned.
- Paints streets, parking lots, and curbs using roller, tape applicator, and paint machine as assigned.
- Removes snow from streets, sidewalks, and parking lots using snow plow, endloader,, backhoe, skid steer, four-wheel drive, tractor, snow blower and shovel; spreads snow abatement materials on streets; puts up snow fences as assigned.
- Manufactures, repairs, and replaces street signs as assigned.
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- Sets up and removes traffic control signs, barricades and barrels as assigned.
- Excavates ditch lines, sewers and streets using endloader, backhoe, skid steer, and motor grader as assigned.
- ~~This position is not responsible for supervising any staff positions, but may p~~Provides guidance and coordinates activities of site personnel in absence of the Crew Leader or Supervisor as necessary.
- Reads base maps; cleans sewers using Vactor or rodding machine; maintains checklist on Vactor; completes log sheets of sewer calls as assigned.
- May operate crawler loader, case tractor, ~~skidsteers~~skid steer, tub grinder, and compost turner to transfer and process yard waste (brush, limbs, etc.) as assigned.
- Completes sewer televising and reports and requests maintenance as necessary.
- Repairs and replaces sewer lines, inlets and manholes using air and power tools as assigned.
- Responds to emergency calls as necessary; assesses emergency situations; corrects or controls situations and contacts Crew Leader, Operations Supervisor, Deputy Director for Operations or Director of Public Works if situation requires such.
- Cleans trash and debris from streets and right-of-ways using push brooms, hoses, and/or street sweeper as assigned.
- Hauls and dumps trash; grinds stumps using wood chipper; picks up leaves using dump truck and shovel as assigned.
- Mows grass using hand and riding lawn mowers, bush hog and edger as assigned.
- Cleans Public Works facility and yard as assigned.
- Assists with keeping daily logs and records as assigned.
- Performs daily preventative maintenance of equipment.
- Responsible for maintenance and safe operation of vehicle and equipment.
- When assigned to the Arbor section or LRC, may have the following additional function and responsibilities:
 - Operates various equipment such as crawler loader, end loader, ~~skidsteers~~skid steer loader, wood chipper, compost turner, tub grinder, log splitter and chain saws to process and transfer landscape and tree debris material.
 - As LRC Equipment Operator: Loads product material into various sized trucks with heavy equipment loaders such as End Loader, Crawler Loader and ~~Skidsteer~~Skid steer

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Loader. Monitors, organizes and processes a wide range of incoming debris materials at the Landscape Recycling Center. Tests and monitors compost material throughout composting process as per Illinois EPA regulations. Inspects and approves incoming and outgoing material, estimates volumes, collects fees and issues receipts. Maintains heavy equipment and keeps the site free of refuse; assists with training seasonal and part-time personnel.

- Monitors the type of material entering the Center and determines acceptability.
- Estimates volumes of materials received, operates cash register to issue receipts, and collects fee associated with the distribution of processed materials.
- Maintains the Site in a clean and orderly manner to provide safe working conditions.
- Monitors processed materials stockpiles in order to maintain adequate supplies for customer sales.
- Cuts, splits and stacks firewood with an advanced six-way hydraulic log splitter and “New equipment as acquired.”
- May be responsible for monitoring acceptability of materials and accurately estimating volumes of materials admitted to Center.
- May be responsible for proper accounting and records associated with receipt of debris materials and distribution of processed materials.
- May be responsible for monitoring and recording oxygen, moisture and temperature levels of compost material throughout ten-month composting process.
- May be responsible for handling daily cash, check, and charge revenue.
- May be responsible for appropriately securing Center entrances, buildings, and equipment in absence of supervisory personnel.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Knowledge and abilities typically acquired through graduation from high school or equivalent.
- One (1) year of civil construction experience involving operation of heavy equipment.

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- Other combinations of experience and education that meet the minimum qualifications may be substituted.
- Possession of a State of Illinois Class B Commercial Driver's License with Air Brake Endorsement at the time of hire is preferred.

Knowledge of

- Standard materials, tools, and equipment used in construction trade.
- ~~Basic math and communication skills typically acquired through graduation from high school, plus one year of civil construction experience involving operation of heavy equipment.~~
- Preventative maintenance and minor repair of equipment.
- Occupational hazards and safety precautions necessary in construction work.

Skills

- Basic mathematical concepts.
- Skill in the use and care of manual and heavy equipment used in the construction trade.

Ability to

- ~~Ability to adapt to additional equipment, including tubgrinder, as assigned.~~
- ~~Ability to Safely operate City vehicles requiring a State of Illinois Class B, CDL, Air Brake and Taker Endorsement driver's license and equipment.~~
- ~~Ability to~~ read and interpret work assigned through written and verbal instructions.
- ~~Ability to~~ perform tasks under adverse weather conditions.
- ~~Ability to lift 50 pounds on a regular basis.~~
- ~~Ability to~~ operate heavy equipment (rubber tired and track driven) including but not limited to street sweeper, crawler loader, front end loader, ~~skidsteerskid steer~~ loader, wood chipper compost turner, tub grinder, hydraulic log splitter, large chain saws, backhoe, and road grader.
- ~~Ability to~~ adapt to and learn to operate additional rented equipment, including but not limited to tubgrinder, trommel compost screener, earth-work equipment and various loader attachments as assigned.
- ~~Ability to~~ operate technical instruments and record data for compost monitoring process.

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- Communicate effectively and clearly, both verbally and in writing.
- Establish and maintain effective working relationships with City staff and the general public.
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- Lift objects weighing up to 75 pounds.
 - Ability to learn to operate a computerized cash register.

Responsibilities

- ~~Responsible for assessing emergency situation; correcting or controlling situation and or contacting Foreman, Operations Supervisor, Deputy Director for Operations, Operations Manager, Director of Public Works, or Assistant to Director of Public Works if situation requires, such more than two hours of two men.~~
- ~~Responsible for maintenance and safe operation of vehicle and equipment.~~
- ~~May be responsible for monitoring acceptability of materials and accurately estimating volumes of materials admitted to Center.~~
- ~~May be responsible for proper accounting and records associated with receipt of debris materials and distribution of processed materials.~~
- ~~May be responsible for monitoring and recording oxygen, moisture and temperature levels of compost material throughout ten month composting process.~~
- ~~May be responsible for handling daily cash, check, and charge revenue.~~
- ~~May be responsible for appropriately securing Center entrances, buildings, and equipment in absence of supervisory personnel.~~

Licenses, Certifications and Memberships Required

Special Requirements

- Must possess or obtain within six (6) months of employment a valid State of Illinois Class B Commercial Driver's License (CDL) with Air Brake endorsement and have a safe driving record.
- ~~Must possess or obtain within 15 working days of employment a valid State of Illinois Class B, CDL, Air Brake and Tanker Endorsement driver's license.~~
- ~~Must be able to safely manually lift objects weighing 50 pounds on a regular basis.~~

Security Level

- Level CDL: Must demonstrate the ability to perform safety-sensitive functions in accordance with federal requirements.
- Level PHYS: Must demonstrate the ability to perform essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.

Supplemental Information

Supervision received

- This position works under supervision of the Operations Supervisor, however, generally works independently under the oversight and guidance of the Crew Leader.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Physical Demands and Working Conditions

- Works out of doors year round.
- Works with potentially hazardous chemicals.
- Works near sewer and automobile fumes.
- Works near traffic.
- May be assigned to work on Saturdays.
- Occasional contact with public requiring courtesy, discretion, and sound judgment.
- Occasional contact with other City Departments.

Job Dimensions

Special Requirements

- Employees in this classification are designated as Emergency/Essential and may be required to work overtime with little or no advance notice. Employees in this classification may be subject to standby duty for after-hours emergencies on a rotating basis.
- The incumbent has considerable ongoing responsibility for public safety, as characterized by regularly scheduled duties including: 1) responding to emergencies that directly affect the safety of the public, and 2) operating equipment or machines for which the consequences of operator error include significant property damage and/or threaten serious injury to self or others.

Contacts

- The purpose of interactions occurring during the normal scope of work involve planning or coordinating work efforts with other City employees, members of the public, or others who are

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working toward common goals and where relationships are generally cooperative. Contacts are moderately structured and routine and require courtesy, discretion, and sound judgement.

Physical Demands and Working Conditions

The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is normally required.

Work requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects over 50 pounds, crawling or crouching in restricted areas. Occasional lifting of heavy objects weighing 75 pounds or more is required. The work environment and physical demands may include: making precise arm-hand positioning movements; lifting arms above shoulder level; working in small, cramped areas, (e.g., equipment enclosures ,etc.); climbing ladders or steps to reach work areas; remaining in a standing position for extended periods of time; working outside year-round in a variety of weather conditions with exposure to the outdoor elements; moving heavy objects long distances (more than 20 feet); traveling across rough, uneven, or rocky surfaces; lifting heavy objects up to 75 lbs.; using power tools and hand tools; climbing stairways, ladders, and work on elevated structures; working in a stationary position for considerable periods of time (i.e., kneeling, standing, and sitting); exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.; exposure to hazards of falls, noise, equipment operation, etc.; and may require working extended hours (employees are assigned stand-by shifts outside their normal work shift and may be called for emergencies).

Vision/Hearing

Able to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress. **Able to hear in the normal audio range with or without correction.**

Hearing: ~~Hear in the normal audio range with or without correction.~~

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class:

General revision: [July 6, 2022](#)

Revised minimum qualifications:

Revised definition, minimum qualifications, and add distinguishing characteristics:

Revised minimum qualifications:

Revised definition and distinguishing characteristics:

New class code:

For HR/Finance Use

Job Class Code	Pay Grade
EEO Category 6-Administrative Support	LVL