



City of Irving Job Description

Equipment Operator

FLSA Status:	Non-Exempt	Job Department:	Multiple Departments
Job Code:	39662	Reports To (Job Title):	Designated Supervisor

PURPOSE

Operate vehicles and/or equipment in accordance with safety procedures to accomplish assigned tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Operate dump truck, brush truck (up to 60,000 pounds GVW) and/or other similarly complex vehicles (such as a special waste collection truck) or equipment in accordance with safety procedures to accomplish assigned tasks.
- Inspect equipment and vehicle, including maintaining proper fluid levels & performing minor repairs and preventative maintenance. May be required to perform pre-trip and post-trip vehicle inspections.
- Report damage to vehicles and equipment, accidents, and other road hazards, obstructions, or abnormalities to supervisor.
- Maintain records of work performed.
- Communicates effectively on City two-way radio.
- Maintain availability for on-call shift rotation.
- Perform related duties as assigned, including cross-training.

OTHER DUTIES AND RESPONSIBILITIES

- As instructed, assist in the training of new equipment operators, reporting and documenting the progress of those employees.
- Perform Emergency Operations
- Respond to & remain ready for call-out during Inclement Weather on a stand-by basis.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

EXPERIENCE

- Minimum of one (1) year of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Commercial Driver's License Class A
- Confined Space Training
- Excavation Training
- Smith Driving School or equivalent
- Earth Moving Training
- Forklift Training
- Roadway Worker Protection Certification

KNOWLEDGE OF

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Safety: Safe working practices, which, includes Basic Traffic Safety Laws.
- Practices, Policies, and Laws: City and Departmental Policies, as well as pertinent Federal & State laws, Municipal Ordinances, Codes, Regulations, and policies.
- Computer Usage: Computer hardware and software applications; specifically, the CityWorks application.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating of diverse equipment, including computers.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Service Orientation: Actively looking for ways to help people.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.

- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS

Interacts with others, generally to coordinate support with internal customers and assist with the immediate needs of the general public primarily residents. Also, may interact with visitors & Businesses.

EQUIPMENT AND PROPERTY

In addition to equipment mentioned in Essential duties, and depending on assignment, a variety of pneumatic hydraulic and electric hand tools varying of size and function. Various power tools, hand held tools, jack hammer, hand tools, shovel, posthole digger, chain saw, pole saw, string line trimmer, hedge trimmer, surface grinder, concrete saw, cutting torch, and wire feed welder.

Also, at times the employee may utilize a computer and software, as well as a fax/copy machine and all issued and required PPE.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to drive a vehicle, grasp, handle, feel, lift up to 25 pounds, listen, pull, push, reach, see, smell, and/or stoop. Frequently, s/he is required to balance, climb, kneel, lift up to 50 pounds, talk, and/or walk. S/he occasionally is required to crawl, run, sit, and/or stand. In rare instances, s/he must lift up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is exposed to extreme vibration, blood-borne pathogens, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, improper illumination, moving mechanical parts, noise, hazardous traffic conditions, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is loud.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.