



CITY OF WEST LIBERTY, IOWA

Equipment Operator

DATE: Adopted 12/20

CLASSIFICATION: Non-Exempt **DEPARTMENT:** Street/Solid Waste

JOB DESCRIPTION:

Summary/Objective

The Equipment Operator is responsible for performing a wide variety of skilled and semi-skilled activities related to maintaining and repairing streets, public grounds and signage. Duties include performing snow removal; repairing streets and sidewalks; rebuilding; installing and maintaining signs for traffic control; picking up and hauling solid waste; recycling; brush/yard waste; performing routine maintenance on city-owned vehicles; and, providing general cleanup and housekeeping of shop.

DISTINGUISHING CHARACTERISTICS:

The Equipment Operator is responsible for performing skilled and semi-skilled activities. The Equipment Operator reports to the Street Superintendent.

ESSENTIAL FUNCTIONS:

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

- Performs solid waste activities by emptying dumpsters; cans; hauling the semi to Davenport, loading recycling material into a trailer,
- Provides general cleanup and housekeeping of shop and inventory maintenance.
- Installs, repairs and maintains traffic signs and barricades; maintain inventory of signs and supplies; identifies locations of signs and posts and maintains traffic signals and equipment.
- Cleans roadways and right-of-ways as needed by picking up and brush, mowing grass along roadways; maintaining, trimming and removing trees in City right of ways, street sweeping maintenance.
- Performs routine maintenance on equipment including lubricating, washing, making minor mechanical adjustments and other preventative maintenance.
- Loads and unloads heavy objects and materials as needed.
- Constructs and repairs City-owned buildings, fences, and other facilities using manual labor and equipment as needed.
- Performs snow removal activities by plowing and hauling snow, loading snow, hand shoveling, and applying abrasives and chemicals to streets.
- Operates snowplows, street sweeper, backhoes and other similar heavy equipment.

- Provides equipment for the repair and maintenance of traffic control signs, backfilling and lawn restoration, and sawing and removing trees.
- Repairs streets and sidewalks by removing and replacing concrete and asphalt, filling potholes, and performing necessary clean-up activities.
- Complies with safety rules, OSHA and the use of safety equipment.
- Assists other City departments and performs other duties as directed.

QUALIFICATIONS:

- Knowledge of materials, methods, practices and equipment used in municipal infrastructure maintenance and related activities.
- Construction techniques, applications operational hazards and safety precautions.
- OSHA regulations.
- Hand and power tool operations.
- Excavation safety.

SKILLS AND ABILITIES:

- Operate, or learn how to operate, light to heavy construction equipment in a safe and competent manner.
- Operate power tools.
- Maintaining and repairing streets, sidewalks.
- Using concrete and applying masonry techniques.
- Ability to work independently and to analyze situations and adopt an effective course of action.
- Knowledge and understanding of municipal safety and health principles.
- Perform mathematical analyses involving price/quantity, depth/height, width, volumes, square footage and yardage, and other such calculations.
- Communicate and maintain effective working relationships (both orally and written) with staff, citizens, subordinates, supervisors, contractors and vendors sufficient to exchange or convey information and to receive work direction.
- Have interpersonal relationships that encourage openness, candor and trust, both internally and outside of the City of West Liberty; establishing and maintaining an effective working relationship with coworkers, supervisor, City Council, Mayor, the press and the general public.
- Have exceptional oral and written communication skills; communicating effectively, both orally and in writing, in a wide variety of situations with diverse individuals and groups.
- Have excellent time management and organizational skills. Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
- Ability to be innovative and creative in decision-making and problem resolution situations and in the performance of job duties.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education: Graduation from High School or equivalent G.E.D.

Experience: Four years of municipal construction, streets, utilities, and equipment operation or related experience.

LICENSING REQUIREMENTS:

This position requires a Class A, Commercial Driver’s License (CDL. Subject to the Department of Transportation drug and alcohol testing program. A Water Operator/Distribution Grade I certification may be required

ESSENTIAL PHYSICAL ABILITIES:

Job Classification: Heavy. See Appendix 1 for physical demand characteristics.

Ability to traverse variable terrain conditions not accessible by vehicle including but not limited to, trimming trees, checking channel drainage,

May be subjected to dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, and bodily injury. May be exposed to extreme temperatures, long hours, weekend and holiday duties.

Physical ability to perform variety of activities as needed including shoveling, using a variety of hand and power tools, repetitive lifting up to 60 pounds and climbing (including using ladder).

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday 7:00 a.m. to 3:30 p.m. Occasional evening and weekend work may be required as job duties demand.

DISCLAIMER:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee’s employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered “at-will”.

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

CITY OF WEST LIBERTY, IOWA

**CLASS TITLE: Street Superintendent
APPENDIX 1 Physical Demand Characteristics**

ACTIVITY	0% Never	>0-10% Rare >0-10 min/hour (1 - 10 /shift)	11% - 33% Occasional 11-20 min/hour (11 - 100/shift)	34% - 66% Frequent 21-40 min/hour 101 - 300/shift	67% - 100% Constant 41-60 min/hour 301+/shift
1. SIT			X, regular duties		X, snow plowing
2. WALK				X	
3. STAND (STATIONARY)			X		
4. CLIMB LADDER		X			
CLIMB STAIRS		X			
5. BALANCE			X		
6. FORWARD BEND				X	
7. KNEEL				X	
8. CROUCH				X	
9. SQUAT			X		
10. CRAWL		X			
11. TWIST					X
12. REACH Forward					X
REACH Overhead				X	
13. SIMPLE GRASP					X
14. FIRM GRASP				X	
15. PINCH				X	
16. DEXTERITY			X		
17. COMPUTER WORK		X			
18. WRIST MOTION					X
19. BOTH HAND USE					X
20. BOTH LEG USE					X

ACTIVITY	0% Never	>0-10% Rare (1x/hour)	11% - 33% Occasional (1x/15 minutes)	34% - 66% Frequent (1x/5 minutes)	67% - 100% Constant (1x/30 seconds)
21. HEARING					X
22. VISION					X
DEPTH/COLOR					X
23. INSIDE WORK					X, seasonal
24. OUTSIDE WORK					X, seasonal
25. HEAT EXPOSURE					X, seasonal
26. COLD EXPOSURE					X, seasonal
27. VIBRATION EXP.					X
28. OPERATE MV				X	
29. OTHER EQUIPMENT		X			
EQUIPMENT: Backhoe, End Loader, Mower, Street Sweeper, Bucket Truck, Sewer Vacuum, Forklift					
LIFT/CARRY PUSH/PULL					
Up to 10 lbs.					X
11 - 15 lbs.					X
16 - 25 lbs.			X		
26 - 35 lbs.			X		
36 – 50 lbs.			X		
51 – 75 lbs.		X			
76 – 100 lbs.		X			
Over 100 lbs.		X			
Weight of Various Equipment	Manhole cover lid 133#, frame 133#; single road sign lifted overhead 10#; 3-tiered road closure sign; bag of secrete 50#				