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| **Position Title:** | Equipment Operator | **Grade Level:** |  |
| **Department** | DPW Department | **Date:** |  |
| **Reports to:** | Superintendent of DPW | **FLSA Status** |  |

**Statement of Duties**: The employee is responsible for operating a range of DPW department trucks and equipment in support of the maintenance and repair of municipal roadways, facilities, and infrastructure. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Superintendent, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of work progress and to insure that completed work and methods used are technically accurate and that instructions are being followed.

**Supervisory Responsibility:** The employee is not responsible for the regular supervision of other department employees.

**Confidentiality:** In accordance with the State Public Records law, the employee does not have regular access to confidential information.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, labor/material costs, jeopardize programs, personal injury, and/or danger to public safety.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent operating practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, traffic, cold, oil, dirt or grease. Work is continually performed outdoors regardless of weather conditions. The employee is required to work beyond normal business hours in response to man-made or natural emergency situations on a 24/7 basis, 365 days per year.

**Nature and Purpose of Public Contact:** Relationships are primarily with co-workers for the purpose of the work involving giving and receiving factual information. Ordinary courtesy and tact are required. Contact with the public may be required on an occasional basis.

**Occupational Risk:** Duties involve frequent, recurring exposure to hazardous conditions, such as working at heights, traffic, extreme cold or heat temperatures or dangerous equipment. The essential functions of the position frequently entail the possibility of serious personal injury or exposure to conditions which could result in loss of time from work as well as total permanent disability or loss of life. Extreme care and following established safety directions and precautions such as wearing hard hats, safety boots, gloves etc., are required at all times.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

Operates a variety of light and heavy motor equipment, including but not limited to a loader, back hoe, dump trucks, sanders, snow plows, bulldozer, and compactor. Maintains assigned trucks and equipment in safe working order.

Operates and maintains a variety of power and hand tools including but not limited to welding equipment, jackhammer, chipper, and chainsaw.

Participates in department highway construction and maintenance projects including building, repairing, and patching streets and sidewalks, repairing and cleaning catch basins, digging of cemetery graves repairing guard rails, building fences and signs; trims and mows grass, removes trees and shrubs, fabricates, installs and maintains road signs.

Participates in the trimming of trees, shrubs, and stumps and the mowing of grass along town roadways and the removal of roadside debris.

Performs routine maintenance of department equipment and vehicles to maintain in safe and efficient operating condition.

Assists with construction and maintenance projects for other departments of the Town as directed.

Participates in the department’s snow and ice removal operations.

Attends seminars and training programs in order to maintain required licenses or certifications and to keep aware of current safety operating practices and procedures.

**Recommended Minimum Qualifications:**

**Education and Experience:** Must have an Associate’s Degree or journeyman’s level of trade knowledge; one to three (1-3) years prior work experience in DPW vehicle and equipment operation as used in the maintenance and repair of roadways; or an equivalent combination of education and experience.

**Special Requirements:** A candidate for this position must have or obtains a valid Class B Massachusetts Commercial Driver’s license with a Hoisting attachment within six (6) months of appointment. Certificate as a welder is preferred; required to participate in the Town’s Drug and Alcohol Testing Program and to successfully complete a physical examination as a condition of employment with the Town of Tolland.

**Knowledge, Abilities and Skill**

Knowledge: Working knowledge of municipal road construction and maintenance operating and maintenance procedures, and public works department operations. Knowledge of the street system and geographic layout of the Town.

Abilities: Ability to understand and follow written and oral directions, and adhere to safety precautions to operate equipment and vehicles and to perform duties in an efficient, safe manner often under adverse weather conditions.

Skills: Fine motor skill to operate department tools and equipment required to perform position duties including the operation of a truck and tractor trailer for the safe transportation of materials and debris in a safe and efficient manner.

**Physical and Mental Requirements**

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

**Physical Demands:** Work requires moderate intermittent physical strength on a regular basis to lift, pull, or push heavy objects such as department equipment and/or materials; required to stand or walk for extended periods of time. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions is required.

**Motor Skills:** Essential functions involve close hand and eye coordination and physical dexterity. In order to operate department equipment and trucks often under adverse weather and/or road conditions on a 24/7 basis. The manual skills required are comparable to those which might be needed to operate assigned department equipment and vehicles such as a tractor trailer, back hoe, hand and power equipment etc.

**Visual Demands:** Visual demands require the employee to rarely read documents for general understanding or analytical purposes. The employee is rarely required to determine color differences.