



Career Service Authority  
Asphalt Plant Operator

Page 1 of 5

**GENERAL STATEMENT OF CLASS DUTIES**

Operates asphalt plant for the production of hot mix asphalt and other mix designs used in the construction and maintenance of roadways.

**DISTINGUISHING CHARACTERISTICS**

This position reports directly to an Operations Supervisor that supervises non-supervisory and/or working supervisory employees involved in the operation of the asphalt plant and mixing of aggregate material. The Heavy Equipment Operator is responsible for loading aggregate material into hopper and the Senior/Utility Workers assist in yard operations and maintenance.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

***Level of Supervision Exercised:***

No supervisory responsibility.

## ESSENTIAL DUTIES

Inputs numeric data and operational data into a computer system for asphalt plant production activities.

Operates controls for loading trucks with material.  
Monitors material temperature and quality.

Assists in the training of plant operators.

Participates as a crewmember in daily production operations and assists in plant preventive maintenance as assigned.

Reports mechanical failures, and/or material inconsistencies to supervisor.

Performs other related duties as assigned or requested.

.....  
Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
.....

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, and charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information, which may include technical material, which is appropriate for the intended persons.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Mathematical Reasoning** - Understanding of basic math that will be used on the job: counting, adding, subtracting and multiplying to include shift and schedule.

**Interpersonal** - Considers and responds appropriately to the needs, feelings, and capabilities or others; adjusts approaches to suit different people and situations; may deal with people who are difficult, hostile or distressed.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

**Computer Systems** - Utilizes a computer to enter and retrieve data.

**Customer Service** - Works and communicates with customers to satisfy their expectations and is committed to quality service.

Knowledge of safety hazards and necessary safety precautions for self and others sufficient to be able to establish a safe work environment.

Knowledge of training practices sufficient to be able to provide training to others.

Knowledge of maintenance practices and procedures sufficient to be able to assist in developing and maintaining programs for preventive maintenance.

Skill in using computers for data entry and retrieval.

Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Skill in establishing and maintaining effective working relationships with other employees.

Skill in utilizing a wide variety of equipment for which it is intended.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 25 – 50 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Mathematical reasoning

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

***Working Environment:***

Extreme Cold: temperature cold enough to cause marked bodily discomfort.  
Extreme Heat: temperature hot enough to cause marked bodily discomfort.  
Temperature Changes: variations in temperature from hot to cold.  
Wet: frequent contact with water or other liquid.  
Humid: conditions with high moisture content to cause bodily reactions.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Atmospheric Conditions: conditions that affect the skin or respiratory system.  
May be exposed to extremes of heat and cold in all weather conditions.  
May be exposed to hazardous chemicals.  
Exposed to hazards from electro/mechanical/power equipment.  
Exposed to toxic chemicals.  
Exposed to unpleasant elements (accidents, injuries and illness).  
Subject to burns and cuts.  
Subject to hazards of flammable, explosive gases.  
Subject to injury from moving parts of equipment.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.

***Education Requirement:***

Graduation from high school or possession of a GED Certificate desired.

***Experience Requirement:***

One year of experience in asphalt plant production and/or operations.

(Manufacturing production methods where automated controls are used to monitoring temperatures, pressures, and weights, etc, is considered similar experience.)

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

***Licensure and/or Certification:***

Some positions may require the possession of a Colorado Class "R" Driver's License at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 06/03/2007

**REVISED BY:** John F. Hoffman

**CLASS HISTORY:** The class specification was revised into new format and the CDL "B" requirement was determined to be unnecessary by Public Works and was removed from the licensure and certification statement.