



# Career Service Authority

## Equipment Operator

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### GENERAL STATEMENT OF CLASS DUTIES

Operates light to medium sized equipment in the performance of a variety of construction, maintenance, and other work in combination with assigned vehicle's operation or mode of function and performs light to heavy physical labor.

### DISTINGUISHING CHARACTERISTICS

This class is the first level of four classes in the equipment operations series. This class operates vehicles at the Equipment Operator level that is described on CSA's Equipment List and performs general laboring duties.

The General Statement of Duties for the other levels of equipment is listed below:

For descriptions and level of individual pieces of equipment, please see CSA's Official Equipment List.

#### Equipment Operator

#### Equipment Operator Specialist

Operates medium sized, specialized equipment in the performance of a variety of construction, maintenance, and other work including the use of attachments designed to perform specialized tasks in combination with the vehicle's operation or mode of function and performs light to heavy physical labor.

#### Heavy Equipment Operator

Operates large, heavy industrial equipment and/or semi-tractor trailer equipment which requires a substantial degree of monitoring and/or coordination of the working attachments used in construction, earthmoving, and/or hauling heavy equipment and ground and waste materials and performs light to heavy physical labor.

#### Power Shovel Operator

Operates large, complex specialized industrial equipment in accordance with the nature of the work and the efficiency of operations in construction, earthmoving, maintenance, and/or repair and performs light to heavy physical labor.

Additionally, the Equipment Operator is distinguished from the Crew Supervisor that supervises a crew involved in the repair and maintenance of city streets, sewers, golf courses, parks, airport facilities, traffic devices, and other City facilities/infrastructure/equipment. The Equipment Operator is also distinguished from the Senior Utility Worker that performs a variety of semi-skilled work and light to heavy physical labor in support of various construction, maintenance, repair, and operational functions.

### ***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 general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Operates light to medium sized industrial equipment while performing construction, maintenance, and other work in combination with assigned vehicle's operation or mode of function and ensures the safe and efficient operation of equipment and a variety of work related tools.

Inspects vehicle for loose parts, damaged or worn tires, proper air pressure in tires, and other items affecting its safe operation and completes a pre/post trip inspection as defined by federal guidelines.

Observes on-board instruments while operating equipment and takes routine corrective action if malfunctions are indicated.

Performs manual labor in construction, maintenance, or other work related duties when not driving equipment to or operating it at the work site.

Assists in preventative maintenance of equipment by washing and servicing vehicles with water, oil, and fuel, performs basic maintenance, and makes minor running repairs.

Keeps trip records and logs, reports defects in the vehicles operations, accidents, traffic violations, or damage to the vehicle.

Responds to public inquiries in a courteous manner and provides information within the area of assignment.

By position, participates in snow removal duties.

Performs other related duties as assigned.

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, Knowledge, & Skills:***

**Building and Construction** – Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

**Vehicle Operation** – Knowledge of procedures for operating motor vehicles including cars, trucks, or watercraft.

**Vehicle Maintenance** – Knowledge of motor vehicle engines, parts, and systems including their designs, uses, repair, and maintenance.

**Mechanical** – Knowledge of machines and tools including their designs, installation, uses, repair, and maintenance.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Mathematical Reasoning** – Understanding of basic math that will be used on the job including counting, adding, subtracting, and multiplying.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

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

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

***Physical Demands*** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/Hand/Foot Coordination: performing work through using two or more.

Repetitive Motions: making frequent movements with a part of the body.

Feeling: perceiving attributes of objects by means of skin receptors.  
Lifting: raising or lowering an object of more than 50 pounds from one level to another.  
Standing: remaining on one's feet in an upright position.  
Sitting: remaining in the normal seated position.  
Climbing: ascending or descending objects usually with hands/feet.  
Walking: moving about on foot.  
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.  
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.  
Crawling: moving about on hands and knees or hands and feet.  
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.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
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.

### ***Working Environment:***

Exposure to: hazards from elector/mechanical/power equipment.  
Exposure to: temperature changes and variations in temperature from hot to cold.  
Exposure to: contact with water or other liquids.  
Subject to: long irregular hours.  
Subject to: many interruptions.  
Subject to: injury from moving parts of equipment  
Subject to: hazards from flammable and explosive gases.  
Subject to: works in precarious or high locations (ladders, scaffolding etc.).

### ***Education Requirement:***

Graduation from high school or possession of a GED Certificate.

### ***Experience Requirement:***

Equipment Operator differential 700 hours  
Or  
1 year of experience as a Senior Utility Worker in Career Service System  
Or  
1 year of experience servicing equipment at the Equipment Operator level or higher  
Or  
2 years of experience as a Utility Worker in the Career Service System  
Or  
1 year of experience operating equipment at the Equipment Operator level or higher

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

Requires a Class-B Commercial Driver's License with appropriate endorsements.  
Requires Air Brake (L) endorsement.  
License must be kept current as a condition of employment.

**CLASS DETAIL**

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

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

***REVISED DATE:*** 07/10/2011

***REVISED BY:*** Patricia Anderson

***CLASS HISTORY*** 07/2003 – Revised existing class into new format as a result of class maintenance study.  
05/2010 – The Physical Demands and Working Environment sections were updated.  
07/2011 – Class specification was rewritten and updated as part of the Labor Study.