



Office of Human Resources  
Asphalt Plant Operator - CJ1813

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### General Statement of 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.

### 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 crew member in daily production operations and assists in plant preventive maintenance as assigned.

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

By position, may be required to be on-call to address emergent needs.

By position, participates in snow removal duties.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

### Competencies

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.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

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 Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

### **Knowledge & Skills**

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.

### **Level of Supervision Exercised**

None

### **Education Requirement**

None

### **Experience Requirement**

One (1) year of experience in asphalt plant production or operation OR other related manufacturing process using automated controls and monitoring temperatures, pressures, and weights such as experience in asphalt plant production or operation or other related process.

### **Education & Experience Equivalency**

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

### **Licensure & Certification**

This job requires driving. Requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements within six (6) months of hire.

Licenses and certifications must be kept current as a condition of employment.

### **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.  
 Potential exposure to extremes of heat and cold in all weather conditions.  
 Potential exposure to hazardous chemicals.  
 Potential exposure to hazards from electro/mechanical/power equipment.  
 Potential exposure to toxic chemicals.  
 Potential exposure 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.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

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

Accommodation: Ability to bring objects into focus.  
 Balancing: Maintaining equilibrium.  
 Carrying: Transporting or moving an object.  
 Climbing: Ascending or descending an object or ladder.  
 Color vision: Ability to distinguish and identify different colors.  
 Crawling: Moving about in a low or crouched position.  
 Crouching: Positioning body downward and forward.  
 Depth Perception: Ability to judge distances and space relationships.  
 Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
 Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.  
 Field of Vision: Ability to sharply detect or perceive objects peripherally.  
 Fingering: Picking and pinching, through use of fingers or otherwise.  
 Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
 Hearing: Perceiving and comprehending the nature and direction of sounds.  
 Kneeling: Assuming a lowered position.  
 Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
 Pulling: Exerting force upon an object so that it is moving to the person.  
 Pushing: Exerting force upon on object so that it moves away from the person.  
 Reaching: Extending the hands and arms or other device in any direction.  
 Repetitive motions: Making frequent or continuous movements.  
 Standing: Remaining in a stationary position.  
 Standing: Remaining in a stationary position.  
 Stooping: Positioning oneself low to the ground.  
 Talking: Communicating ideas or exchanging information.  
 Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
 Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
 Walking: Ability to move or traverse from one location to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: NE-13**  
**FLSA Code: N**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date: 10/27/2024**  
**Revised By: AD**  
**Class History: 1/26/22 – Added CDL B requirement as well as snow removal duty; 10/27/24 – Revised pay grade per CN1831.**