

Union County, South Carolina Job Description

Department: Public Works
Job Title: Equipment Operator I
Pay Grade: A08
Salary Range: \$34,178.92-\$48,009.24

General Statement of Job

Under direct supervision, operates medium duty trucks to collect garbage and recycle materials on assigned routes as scheduled; operates some heavy equipment in the maintenance and repair of County roads and bridges. Performs related work as required. Reports to the Road Maintenance and Recycle Foremen as well as the Public Works Director.

Specific Duties and Responsibilities

Essential Job Functions

Drives and operates a roll-off truck to pick up and haul garbage, yard debris and recyclable goods to transfer station, recycle center, landfill and other specific locations according to established schedules and routes.

Drives and operates a dump truck to haul equipment, materials, soil, debris etc....as needed in the maintenance and repair of County roads and bridges.

Operates heavy equipment, including a front-end loader, pan and back hoe, as needed in maintenance and construction work.

Operates a weed eater, chain saw, mechanics tools and various other power tools.

Assists in repairing roads and clearing debris after storms.

Performs minor maintenance on assigned equipment and reports repair needs to supervisor.

Receives, reviews, and completes daily work orders.

Performs duties in accordance with all division policies, procedures and standards of quality and safety.

Interacts and communicates with various groups and individuals such as immediate supervisor, other County personnel, co-workers, inmate workers and the general public.

Additional Job Functions

Assists in supervising the work of inmate workers assigned to road maintenance duties.

Performs related duties as required.

Minimum Training and Experience

Requires a high school diploma or GED equivalent supplemented by two to four months' experience in truck operations and/or general maintenance work, or an equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities. Must possess a valid state CDL.

Minimum Qualifications or Standards required to perform essential functions of the job.

Physical Requirements: Tasks involve the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling as well as lifting, carrying, pushing and/or pulling of items moderately heavy (up to 50 pounds) and occasionally items of heavier weight (up to 100 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and or signaling people to convey or exchange information. Includes receiving directions and instructions from supervisor.

Physical Communications: Requires the ability to talk and hear (talk: expressing or exchanging ideas by means of spoken words; hear: perceive nature of sounds by ear).

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to follow verbal and written instructions; to train co-workers. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide and to determine time. Must be able to use practical applications of fractions, percentages, ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to operate motor vehicles and heavy trucks and equipment.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc.... Must have significant levels of eye/hand/foot coordination.

Color Discriminations: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a significant degree.

Performance Indicators

Knowledge of Job: Has knowledge of the methods, procedures and policies of the County Department and Division as they pertain to the performance of duties of the Equipment Operator I. Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Has knowledge of and skill in the operations of various trucks and heavy equipment; is able to operate trucks and equipment safely at all times is able to maintain and perform minor repairs to trucks and equipment as required. Has knowledge of the methods, materials, tools and equipment used in assigned maintenance work. Has knowledge of the occupational hazards and safety precautions of the industry, is able to work effectively despite occasional exposure to extreme weather and temperatures,

wetness/humidity, machinery hazards, traffic hazards, dust, fumes, toxic agents, dirt, odors etc.... Has knowledge of the layout of county roads and streets necessary to follow assigned routes. Has the ability to offer assistance to co-workers and employees of other departments as needed. Is able to understand and follow simple instructions and directions. Has the mathematical ability to handle required calculations. Is able to read and interpret materials pertaining to responsibilities of the job. Is able to prepare routine records with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals, and

members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations.

Quality of work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described essential functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability, Attendance, Initiative and Enthusiasm: Assumes responsibility for completing assigned work in an efficient and timely manner. Attends and stays at work regularly and adheres to all policies and procedures regarding absenteeism and tardiness. Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper acceptable action for the completion of work with a minimum of supervision and instructions.

Judgment, Cooperation, Relationship with others: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate. Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with co-workers, the public and other entities with which required to work.

Coordination of Work, Safety and Housekeeping: Plans and organizes daily routine. Establishes priorities for the completion of work in accordance with sound time

management methodology. Avoids duplication of efforts. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions, and discussions on time. Adheres to all established safety and housekeeping standards and ensures they are not violated.

Disclaimer: This position description is not an employment agreement or contract. Management has the exclusive right to alter this description at any time without notice.

Employee Signature

Date

Supervisor's Signature

Date