

## City of Sparta Job Description

**Job Title:** Equipment Operator  
**Department:** Public Works  
**Reports To:** Public Works Superintendent or Public Works Director  
**FLSA Status:** Nonexempt  
**Approved By:**  
**Approved Date:** May 19, 2008

### SUMMARY

Operates variety of construction equipment to perform specific or various maintenance, construction, or utility tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- 1) Operates backhoe, front-end loader, grader, tractor, tractor trailer, dump truck, repaving machinery, and/or small bulldozer or similar equipment.
- 2) Inspects vehicles and performs routine maintenance; informs supervisor of major problems; checks fluid levels, connects hydraulic hoses, belts or other mechanical linkage to machine to provide power.
- 3) Operates bush hog and wood chipper; trims trees, and performs related ground maintenance work as needed.
- 4) As required, uses shovel and pick or air powered tools to dig and back fill ditches, holes, and other excavation work related to road repair and/or laying/repairing water and sewer lines; patches potholes, sweeps, piles, loads and unloads dirt, gravel, and debris.
- 5) Loads and unloads equipment and materials on/from vehicles.
- 6) Cleans up office and garage area.

### OTHER RESPONSIBILITIES AND DUTIES

- Directs traffic at job sites as needed.
- May install road signs.
- May locate water and sewer lines.
- May build forms and pour concrete.
- May drive sanitation truck.
- May weld steel grates and heavy equipment components.
- May perform routine maintenance on and paint fire hydrants.

### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

### REQUIRED TECHNICAL KNOWLEDGE AND INTERPERSONAL SKILLS

Ability to operate backhoe, front-end loader, grader, tractor, dump truck, repaving machinery, small bulldozer and similar construction equipment.

Ability to operate air powered tools such as jackhammer and a variety of hand tools.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and one to three months related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

CDL Class A License

**PHYSICAL DEMANDS** 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 essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand; walk; sit; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and vibration. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, high, precarious places, toxic or caustic chemicals, extreme heat or cold, and risk of electrical shock. The noise level in the work environment is usually loud.