

**TOWN OF WASHINGTON
DEPARTMENT OF PUBLIC WORKS**

EQUIPMENT OPERATOR/TRUCK DRIVER/LABORER

JOB SUMMARY

Responsible for the skilled and safe operation of and routine preventative maintenance of assigned heavy and light duty trucks, construction equipment, and hand and power tools used in the construction and maintenance of roads and other public works projects. Performs manual labor tasks incidental to the operation and maintenance of assigned equipment such as the loading and unloading of materials and the performance of unskilled and semi-skilled work on construction and maintenance projects. Performs other public works department duties which may be temporarily assigned to include but not necessarily limited to: vacation and absence stand-in for other public works department personnel; building and ground maintenance, transfer station maintenance, and support for road, bridge, and sidewalk construction, grounds maintenance and repair, to include winter storm operations.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Public Works and Public Works Department General Foreman, who assigns areas of responsibility, outlines policy, reviews work in progress and/or completion, and provides instruction as necessary. Duties are performed in accordance with established and specified procedures.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties associated with the position.)

[Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class].

- 1) Regularly operates one or more of the following pieces of light equipment: dump truck, backhoe, front-end loader, grader, tractor, chipper, etc. When not engaged in equipment operation performs various skilled and semi-skilled tasks essential to public works operations.
- 2) Makes minor field repairs and adjustments to equipment; reports need for major repairs to Lead Foreman or Director.

- 3) Operates trucks during road maintenance and construction jobs hauling aggregate material such as cold patch, gravel, sand, hot top and stone.
- 4) Operates during winter storm emergencies at all hours of the day or night, plow and sander equipped trucks and other snow and ice management equipment; such as loaders and tractors. Shovels snow and loads and spreads sand and salt on sidewalks, bridges and steps; thaws and clears culverts.
- 5) Mows roadside grass, weeds, and brush, rakes and packs leaves and debris, trims limbs, and cuts downed limbs with power equipment, such as mowers , trimmers, chain saws and chippers or with hand tools.
- 6) Loads and unloads heavy materials from trucks and vans; stocks materials in storage areas or at work sites.
- 7) Installs traffic signs as described in the MANUAL on UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.). Installs guardrails and work zone safety equipment, may perform flagging operations in work zones.
- 8) Digs trenches, moves material by hand with buckets and wheelbarrows; uses air and hydraulic equipment for breaking asphalt and concrete, sandblasting and drilling.
- 9) Places and rakes to grade using wheelbarrow and hand tools hot bituminous asphalt and other pavement treatments such as cold patch, and tack coats.
- 10) Assists in the maintenance and repairs of bridges to include painting, chipping and removing, installs and cleans culverts and other drainage systems; installs and cleans catch basins, and ditches.
- 11) Services and performs minor routine maintenance on heavy and light duty trucks, light equipment and potable power equipment and hand tools.
- 12) Performs other essential duties as required.
- 13) Familiar with and executes safe work procedures associated with assigned work. Provides superior customer service and presents a friendly and professional attitude on behalf of the town.
- 14) Performs routine and preventative maintenance on department equipment.
- 15) Performs other essential duties as required including grounds maintenance on town properties.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED

Knowledge of the methods and practices generally employed in the operation of public works and solid waste. Familiarity with the State and Federal rules and regulations governing solid waste facility operations; experience with the use of and the ability to perform minor servicing and maintenance on light power equipment, such as mowers, trimmers, chain saws, portable pumps and generators, etc.; ability to skillfully and safely operate motor vehicles, to include light duty pick-up trucks with manual transmission; ability to perform minor building maintenance work, to include the use of hand and power tools used in carpentry, masonry, painting, and plumbing; ability to read and interpret written instruction and technical manuals generally used in the execution of duties assigned, to read written and interpret instruction in the form of work orders, policies, rules, and regulations and the ability to write legibly and clearly in the completion of log sheets, forms, and other records; ability to read and interpret simple work area plans and sketches; experience in the proper methods and techniques in safe and effective traffic flagging operations; ability to establish and maintain effective working relationships with other employees; ability to understand and follow oral instructions; ability to effectively and professionally communicate with the general public.

LICENSURE AND CERTIFICATION REQUIREMENTS

NH Motor Vehicle Operator's License Class "A" preferred, Class "B" required and New Hampshire Solid Waste Facility Operator's License, Level II, to be obtained within two years of employment date.

MINIMUM QUALIFICATIONS REQUIRED

High School diploma or equivalent, plus six (6) months experience in public works and solid waste facility operations, and/or experience with building maintenance, grounds work, road and site work construction, OR any combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS

Must be able and willing to perform strenuous physical work under all climatic conditions such as extreme heat and cold, high winds, rain, and snow. Duties may require, while wearing or using proper personal protective equipment: walking, standing, heavy lifting, twisting, bending, squatting, kneeling, and may require crawling and climbing; work in garages in dirty and greasy areas, in cramped positions, with exposure to fumes, noise and other hazards from operating engines and equipment; Typical work surfaces are: concrete, tile, carpet, plastic, sand, gravel, asphalt, and difficult terrain.

Typical Physical Requirements

Lift

Lift up to 10lbs
11lbs to 25lbs

Frequently Required
Frequently Required

26lbs to 50lbs
Over 50lbs

Frequently Required
Occasionally Required

Carry

Carry up to 10lbs
11lbs to 25lbs
26lbs to 50lbs
Over 50lbs

Frequently Required
Occasionally Required
Rarely Required
Rarely Required

Reach

Above Shoulder Height
Reach at Shoulder Height
Reach below Shoulder Height

Occasionally Required
Frequently Required
Frequently Required

Other Physical Requirements

Hand Manipulation

Grasping, handling, torquing,
Fingering

Frequently Required

Other

Push & Pull
Twisting & bending
Crawling
Squatting
Kneeling & Crouching
Climbing
Balancing

Occasionally Required
Rarely Required
Rarely Required
Rarely Required
Rarely Required
Occasionally Required
Rarely Required

During an 8-hour Day, Employee is typically required to

<i>Consecutive Hours</i>	<i>Total Hours</i>
Sit 2-3 hours	Sit 3 hours
Stand 2-3 hours	Stand 4 hours
Walk 1 hour	Walk 1 hour

Cognitive and Sensory Requirements

Talking
Hearing
Sight
Tasting & Smelling

Necessary for communication with others.
Necessary for receiving instructions and Information
Necessary for performing job effectively
Tasting ~ Not required
Smelling ~ Necessary to detect Chemical odors