

FAIRFIELD COUNTY
PUBLIC WORKS
HEAVY EQUIPMENT OPERATOR
FLSA CLASSIFICATION: NON EXEMPT
GRADE 13

GENERAL STATEMENT OF JOB

Under general supervision, operates a variety of types of heavy equipment and machinery in order to perform general maintenance on roads, drainage ditches, medians and shoulders, and bridges in Fairfield County. Reports to the Public Works Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs general labor on the maintenance and construction of roads and bridges, drainage systems, curbing and guttering, driveways, shoulders, etc. in Fairfield County to include scraping roads, applying topsoil and gravel to roads, cutting new roads, etc.

Loads, hauls, and properly dumps dirt, gravel, etc. to jobsite.

Installs pipes for driveways; shovels and rakes debris from pipes, ditches, catch basins.

Cuts trees and limbs back from roads; cuts weeds and grass around mailboxes and signs.

Clears off land as directed.

Picks up and hauls trash around dumpsters.

Hauls equipment and machinery to and from job sites using low boy truck.

Operates a variety of types of heavy equipment such as backhoe, bush hog, front end loader, dump truck, motor grader, tractors, etc. Operates/utilizes other equipment such as shovel, pitch fork, rake, chainsaw, axe, etc.

Performs routine preventive maintenance on department vehicles and equipment.

Receives work orders and completes jobs in a timely manner as prescribed by the department.

May coordinate and supervise the work of inmates in performing various road maintenance and construction duties.

Employee Initials: _____

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with one to two years of experience in heavy equipment operation, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must possess a valid SC Commercial Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and heavy equipment including motor grader, tractor, backhoe, trucks, bush hogs, and various types of general maintenance equipment such as rake, shovel, chainsaw, etc. Must be physically able to exert up to forty pounds of force occasionally or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves reaching, pulling, pushing, etc. Work involves walking or standing for long periods of time. Must be able to lift and/or carry weights of up to seventy-five pounds.

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

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to inmates. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to fill out vehicle maintenance records and activity sheets using the proper format, punctuation, spelling and grammar, using all parts of speech.

Intelligence: Requires the ability to apply commonsense 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.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals;

Employee Initials: _____

multiply and divide; and determine time and weight.

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

Motor Coordination: Requires the ability to coordinate hands and eyes in using maintenance equipment. Requires the ability to operate a variety of types of motor equipment.

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

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

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of and ability to operate a variety of types of heavy equipment and machines. Knows how to service and perform routine preventive maintenance on equipment and make minor repairs. Is knowledgeable about operating equipment safely and in variable weather conditions. Has working knowledge of the principles and methods of road maintenance and construction. Is able to follow oral and written instructions. Is able to complete required forms and reports efficiently and in a timely manner. Has the ability to use commonsense understanding and independent judgment in routine situations. Is able to coordinate the work of inmates. Has the ability to perform duties under adverse conditions including heat, cold, wetness, humidity, noise, dusts, etc.

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 interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Employee Initials: _____

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

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

Employee Initials: _____