

**CITY OF FRANKLIN
JOB DESCRIPTION**

Job Title: Light Equipment Operator

Department: Public Works

Appointing Authority: City Engineer

Supervisor: Public Works Superintendent

Grade Level: Grade 4

FLSA Status: Hourly, Non-Exempt

Prepared By: Jerry Schaefer, Public Works Superintendent

Last Update: March 11, 2004

Approved By: Common Council

Date Approved: March 16, 2004

Summary:

Under general supervision operates a variety of equipment and medium duty dump trucks utilized in the construction and maintenance of municipal infrastructure. Performs manual labor in a variety of routine assignments, either as a crew member or independently following work instructions. Work often requires heavy physical exertion and may be performed in adverse weather conditions.

Essential Duties and Responsibilities

Operate medium duty and light duty trucks and other municipal equipment in various sizes and weights in the loading, hauling and unloading of various equipment, materials and supplies.

Plan route to insure most economical use of time and equipment.

Assist in installing and replacing road and street signs.

Perform routine and basic maintenance on city facilities.

Cut weeds, mow lawns, prune trees, plant trees, trim shrubs, remove trees, apply fertilizers, topsoil and seed public lands.

Pick up brush and trash from city streets and public grounds.

Set concrete forms, pour and finish concrete. Tuck point, repair or rebuild storm sewer catch basins and manholes. Install storm sewers.

Patch and crack seal roadways. Repair street curb and sidewalks.

Operate jackhammers, brush clippers, mowers, and other small equipment and tools to maintain the public infrastructure.

Operate medium duty dump trucks equipped with front plow, wing plow and salt spreader to plow snow and salt roads according to departmental policy.

Control traffic at worksites by flagging to guide traffic through work areas, as required or assigned.

Install culverts and assist the heavy equipment operator with steaming out culverts when frozen.

Perform maintenance on city parks and bike trails, install playground equipment.

Perform routine inspection and preventive maintenance on assigned equipment and refer defects or repairs to supervisor; clean equipment.

Perform all duties in conformance to appropriate safety and security standards.

Keep records of work completed.

Perform other related, similar or logical duties as assigned or required by the supervisor.

The duties listed above are ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Minimum Qualifications, Education, and Experience:

Graduation from high school or GED equivalent, one (1) year previous experience involving the use of light equipment and medium duty dump trucks, or any equivalent combination of education and experience that demonstrates the ability to do the job.

Language Skills:

Ability to read and interpret documents such as safety rules, operating maintenance, and procedure manuals.

Ability to communicate orally, in writing, and understand and follow written and oral instructions.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers.

Reasoning Ability:

Ability to establish and maintain effective relationships with employees, supervisors and the general public.

Ability to make independent judgments which have moderate impacts on the organization.

Necessary Skills and Abilities:

Thorough knowledge of traffic laws and defensive driving.

Skill of safe operation of listed tools and equipment.

Working knowledge of methods, materials and tools used in street and road maintenance work.

Working knowledge of hazards and safety precautions common to light and heavy equipment operations.

Ability to drive and operate a variety of equipment and trucks under varying conditions.

Ability to observe proper safety rules and regulations as written in the city safety manual.

Supervision Received:

Works under the general supervision of the Public Works Superintendent.

Supervision Exercised:

None.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion, and sound judgment.

Certificates, License, Registrations:

Must possess a valid Wisconsin Class A CDL License with N endorsement. MANDATORY. After employment, employees will be required to attend City sponsored safety, health and job training seminars, i.e.; Personal Protection Equipment, Respiratory Protection, Competent Person, Confined Space Entry, Hazard Communications, First Aid/CPR, or any other course or training required by the Department of Commerce or City necessary for an employee to safely, skillfully and productively perform their job.

Tools and Equipment Used:

Transportation vehicles, dump truck, pickup truck, utility truck, street sweeper, skid steer, jetter/inductor truck, front-end loader, street roller, manlift, tamper, plate compactor, saws,

pumps, tar kettle, compressors, sanders, generators, stump grinder, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, ditch witch, brush chipper and hand tools used in the maintenance of vehicles.

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 occasionally required to stand; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell. The employee is often required to walk short distances, sometimes over uneven terrain. The employee may also be required to perform strenuous tasks under varying weather conditions.

The employee must frequently lift and/or move up to 40 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 the 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.

Work is regularly performed outdoors. Occasionally, while performing the duties of this job, the employee will work outdoors in inclement weather, such as rain, extreme heat or cold. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration.

The noise level in the work environment is usually moderate, at times loud when near or operating equipment.

Selection Guidelines:

Formal application, review and rating of education and experience, job related written test, oral interview and a reference check. A practical exam may be required.

Miscellaneous:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

