



CITY OF BRANSON - POSITION DESCRIPTION

HEAVY EQUIPMENT OPERATOR



Grade: 16C
FLSA Status: Non-Exempt
Department: Public Works/Engineering

POSITION SUMMARY: The Heavy Equipment Operator position involves the operation and maintenance of a wide variety of heavy equipment used in construction and maintenance work. The position is responsible for the safe and efficient operation of the heaviest and largest types of construction and maintenance equipment used in the Public Works and Engineering Department in a full-range of construction and maintenance work. This position includes serving as a lead worker for lower-level employees in equipment operation and job site management. This position is normally supervised by the Streets Supervisor II.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Requires a regular and consistent physical presence, at the approved time, performing maintenance on the City of Branson's right of way which may include working in close proximity to water, sewer, natural gas, electric, storm sewer and communication infrastructure. The duties required of this position include the following:

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
 - a. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, while protecting confidential information as necessary;
 - b. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner, and believing the best in others;
 - c. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
 - d. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently and with a focus on quality;
 - e. Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities;
 - f. Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
2. Follows the safe, ethical and legal directives of supervisor(s).
3. Leads employees in work to the extent of assigning tasks, training on tasks, determining methodology and tools, and enforcing safety rules.
4. Performs a variety of construction and maintenance tasks by operating a variety of heavy construction equipment including backhoe, street sweeper, paint machine, forklift, loaders, road graders, skid loaders, trencher, dump truck, tractors, snowplows, spreaders, or crane in digging of ditches.
5. Assists in loading and unloading of trucks, laying of pipe, jobsite layout, calculating grade, concrete construction and use of other tools including shovels, rakes, chainsaws, weed trimmers, hammers, and a wide variety of power tools related to the job.
6. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

7. Operates various equipment for general site preparation/excavation and snow removal.
8. Responsible for maintaining, cleaning, inspecting, and installation of storm drains and storm sewers for city streets and asphalt repair.
9. Responds to emergencies possibly after scheduled work hours including tree removal, cleanup of spills and debris removal from streets.
10. Perform daily safety and maintenance checks of equipment.
11. Clean heavy equipment as scheduled and/or required.
12. Ensure heavy equipment is safely and securely stored.
13. Maintains and submits various records or reports relating to labor, materials, and equipment resources as directed.
14. Advise the Streets Supervisor of any requirements for maintenance or repairs of the equipment.
15. Maintain inventory.
16. Interpretation and understanding of construction plans and survey instrumentation and equipment.
17. Assists in evaluating and laying out job sites.
18. Assists with tree cutting and brush removal.
19. Must adhere to and follow City and department policies and procedures at all times while at work.
20. Other duties as assigned by supervision.

KNOWLEDGE, SKILLS, AND ABILITIES

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- Knowledge of truck and equipment safety.
- Knowledge of operation of front-end loaders, backhoe, graders, compactors, snowplows and other pieces of heavy equipment.
- Knowledge of equipment maintenance and storage.
- Knowledge of road construction and maintenance techniques.
- Knowledge of workplace safety requirements and procedures.
- Knowledge of record keeping system.
- Knowledge of equipment cleaning standards and procedures.
- Ability to operate a computer utilizing Microsoft Office software.
- Ability to lead the work of others in equipment operation.
- Ability to operate heavy equipment skillfully, safely and according to traffic laws and regulations.
- Ability to read, comprehend and apply instruction manuals, construction plans, drawings and to communicate effectively with others both orally and in writing.
- Ability to safely use mechanical hand tools and operate automotive and other heavy motorized equipment.
- Ability to perform routine maintenance on equipment that is recommended by the manufacturers.
- Ability to work outdoors when inclement weather conditions exist.
- Ability to use and maintain the tools, materials and equipment used in construction and maintenance activities.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to use or repair heavy or complex machinery such as construction equipment.
- Ability to supervise employees using or repairing heavy or complex machinery.
- Client service and public interaction skills.
- Analytical, problem solving and decision making skills.
- Effective verbal and listening communication skills.

PHYSICAL DEMANDS

The physical demands and working environment, which follow, is representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to fully perform the essential functions of their positions; but even with any such accommodation, the employee must be able to perform all essential duties in a manner that does not endanger his or her health or safety or the health or safety of others.

While performing the duties of this position, the employee is regularly required to stand, walk, bend, twist, climb stairs, sit, use hands to finger, handle or feel; reach with hands and arms, squat, kneel, talk and hear. The employee may be required to push and pull up to sixty (60) pounds with assistance or specialized equipment. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; tight claustrophobic spaces; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat and cold; risk of electrical shock; zero visibility conditions; roadway hazards. May encounter upset citizens or guests. The noise level in the work environment ranges from low to high dependent upon work responsibilities.

MINIMUM EXPERIENCE, EDUCATION AND TRAINING REQUIRED

- A High School diploma or GED equivalent is required.
- Two (2) years of experience in the operation of heavy self-propelled equipment and operating construction and survey equipment is required.
- Must possess and maintain a valid Motor Vehicle Operator's license.
- Must possess or obtain a Class A CDL with air brake endorsement within twelve months of hire date.
- Additional licenses or certifications may be required for this position.

PREFERRED EXPERIENCE, EDUCATION, AND TRAINING

- National Career Readiness Certificate is preferred.

MISCELLANEOUS REQUIREMENTS

- Must be at least 18 years of age.
- Must be highly engaged in the department's goals and be able to work cooperatively with Public Works/Engineering leadership in achieving those goals.
- Must possess a high degree of integrity, strong work ethic and ability to work independently with minimal supervision.
- Must demonstrate excellent customer service to the department's internal or external customers.
- Must be insurable under the City of Branson's motor vehicle coverage when operating a vehicle as a part of the position
- Must act safely and follow safety standards while at work.
- Must be able to pass a background investigation and drug and alcohol screenings.
- Must fulfill I-9 identification requirements within the guidelines set forth by the Department of Homeland Security through the E-Verify system.