

# City of Lander

## Job Description



|                    |                      |                        |        |
|--------------------|----------------------|------------------------|--------|
| <b>Title:</b>      | Equipment Operator I | <b>Grade:</b>          | 1      |
| <b>Department:</b> | Public Works         | <b>Effective Date:</b> | 4/2021 |
| <b>Division:</b>   | Streets              | <b>Last Revised:</b>   | 3/2021 |

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

Performs a variety of entry level skilled duties related to the construction, installation, maintenance and repair of city streets, alleys, related roadways related roadways and rodeo grounds parking lot.

### SUPERVISION RECEIVED

Works under general supervision of the Street Superintendent or Street Foreman. May receive close supervision from a Equipment Operator III while in training or on a project-by-project basis.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Performs a variety of semi-skilled work in the repair and maintenance of public facilities, equipment, structures and roads, and the installation of drainage facilities, form and pour concrete, maintain time and other records, use a variety of hand and power tools, occasionally operates dozer, rollers, small tractors, boom trucks, snow plows, makes sweeper brooms, place and maintain barricades, sign and other traffic facilities, haul asphalt and snow; repair potholes, operates lay down machine, rake asphalt, drive refuse packer, trim and remove trees, maintain parking lots, may perform carpentry, plumbing, and minor mechanical work to equipment and vehicles.

Operates light equipment such as sweepers, mowers, power washer, rollers, cement mixers, pick-ups, tractors, fork lifts, spreaders, and various hand and power tools as needed.

Transports and deposits various construction materials such as sand, salt, gravel, dirt,, etc.; performs hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, street sweeping, cold mix patching, debris collection, etc.

Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems for shop repair.

Assists as a mechanic helper or apprentice as needed to respond to seasonal demands for fleet maintenance; performs more complex mechanic duties under immediate supervision of a certified mechanic.

Prepares proper barricading for streets, water and related public works projects.

Performs general maintenance functions such as painting, raking asphalt, pouring and finishing cement and similar duties; maintains, cleans and repairs tools and equipment.

Performs a variety of ground maintenance and construction work requiring the use of hand and power tools, such as building forms, framing projects, etc.

Performs related duties as required.

### **CORE COMPETENCIES**

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- **Cooperation:** Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- **Customer Service:** Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- **Dependability:** Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative:** Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- **Job Knowledge:** Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- **Judgment:** Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- **Planning & Organization:** Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- **Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

### **MINIMUM QUALIFICATIONS**

1. **Education and Experience:**

- a. Graduation from high school;
- b. One (1) year of responsible experience in a field directly related to above duties; OR
- c. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Some knowledge of specifications, grades, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, etc.; safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction, right-of-way laws and ordinances.

Skill in the operation of heavy mechanized equipment as required by the position. Skill in the art of diplomacy and cooperative problem solving.

Ability to operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; tolerate weather extremes in the work environment.

3. Special Qualifications:

Must possess a Commercial Drivers License "B" (CDL/B)  
May be required to become HAZMAT certified.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance.

**GUIDELINES**

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position helps develop division guidelines.

**The City of Lander is an at-will employer. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.**

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

---

Employee's Name (Printed)

---

Employee's Signature

---

Date