
JOB DESCRIPTION

Job Title: Heavy Equipment Operator
Class: 665
FLSA Status: Non-Exempt
Reports To: Street Superintendent

Department: Streets
Pay Group: 11
EEOC Category: Skilled Labor

Objective

To keep city streets in good repair, keep rights-of-way clear and to ensure safe and efficient operation of heavy equipment in street repair activities.

General Statement of Duties

This position involves responsibility for operating large and valuable equipment. Duties include operating various types of heavy equipment engaged in construction, repair or maintenance of streets, and driving and ensuring the proper maintenance of a tractor-trailer.

Essential Duties and Responsibilities

1. Drives and operates 18-wheel tractor-trailer.
2. Serves as primary operator of heavy equipment such as backhoe, motor grader, track loader, Bomag compactor, laydown machine, and scraper.
3. Checks oil, water, fuel, tires, hydraulic system, etc., and makes appropriate adjustments to be sure vehicle or equipment is in proper operating condition before leaving for job site.
4. Performs preventative maintenance work and make minor repairs of equipment, including welding.
5. Demolishes streets, cuts new grade and lays base, and cuts the base to grade.
6. Cuts and fills dirt to grade on new streets.
7. Hauls asphalt, gravel, dirt, oil, sand and other materials.
8. Assists in construction, repair and patching of streets, pumps water out of trenches, and cleans out and digs ditches.
9. Repairs and patches streets, sidewalks, curbs and other concrete.
10. Lays asphalt on roads and packs roadbeds.
11. Installs driveways and installs pipes of all sizes.

12. Uses track loader to load trucks, clean out creeks, and cuts ditches to grade.
13. Operates backhoe to dig ditches and to load materials onto trucks.
14. Operates track loader to demolish buildings and clean up lots.
15. Drives and operates bucket truck.
16. Drives and operates dump truck, hauling materials to and from job sites.
17. Operates mower to mow lawns and weeds or clears rights-of-way and culverts.
18. Cuts and chips trees and brush and loads material as needed.
19. Installs and removes banners and other decorations.
20. Installs and maintains traffic signals and other traffic control devices.
21. Maintains safe work area by using appropriate personal protective equipment and observing safety procedures.
22. Paints curbs and pavement.
23. Installs and maintains street signs.
24. Picks up trash in public areas.
25. Demolishes structures.
26. Assists other departments as directed.
27. Performs such other duties as may be assigned.

Supervisory Responsibilities

None

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Problem Solving** – Identifies and resolves problems in a timely manner; develops alternative solutions; uses reason even when dealing with emotional topics.
2. **Project Management** – Communicates changes and progress; completes projects on time and within budget.

3. **Technical Skills** – Assess own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
4. **Customer Service** – Manages difficult or emotional situations; responds to requests for service and assistance; meets commitments.
5. **Interpersonal Skills** – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas.
6. **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
7. **Written Communication** – Writes clearly and informatively; able to read and interpret written information.
8. **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
9. **Leadership** – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
10. **Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
11. **Cost Consciousness** – Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
12. **Diversity** – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
13. **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
14. **Judgment** – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
15. **Motivation** – Demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
16. **Planning and Organization** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.
17. **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
18. **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
19. **Quantity** – Completes work in a timely manner; strives to increase productivity; works quickly.

20. **Safety and Security** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe or unsecure conditions; uses equipment and materials properly.
21. **Adaptability** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
22. **Attendance and Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
23. **Dependability** – Follows instruction, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
24. **Innovation** – Meets challenges with resourcefulness; generates suggestions for improving work.

Required Knowledge, Skills and Abilities

Thorough knowledge of the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of heavy motorized equipment; sufficient skills to operate sophisticated equipment effectively and safely; ability to service and make minor repairs on equipment and to know safety standards and prevent hazards; ability to perform strenuous work in the outdoors; ability to understand and follow written and oral instructions; ability to work effectively and cooperatively with other employees; good driving record; may require knowledge of road blading and finishing and ability to read grade stakes.

Physical Ability

Tasks involve the ability to exert heavy physical effort in heavy work with the greatest emphasis on the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (10-50 pounds), but also involving some combination of stooping, kneeling, crouching and crawling.

Sensory Requirements

Tasks require visual and sound perception and discrimination under loud working conditions and the ability to communicate orally.

Environmental Factors

Tasks risk exposure to extreme weather conditions, fumes or airborne particles, and toxic or caustic chemicals.

Experience and Training

High school graduation or its equivalent or sufficient education to read and write, plus five years experience in the operation of heavy equipment and two years experience in driving a tractor-trailer.

OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Certificates and Licenses Required

Valid Texas Commercial driver license Class A.