



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Heavy Equipment Operator I- Streets/Stormwater	Position Control No: XX-XX-XX-XX
Classification-Series: Heavy Equipment Operator I	FLSA Status: Non-Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Labor & Trade Services	Union - Grade: AFSCME – 16
Organizational Unit: Community Services Department	Primary Job Location: Public Works Facility, Mast Road

JOB SUMMARY: Work involves responsibility for the safe and efficient operation of heavy motor equipment used in public works construction and maintenance activities including bulldozers, graders, mechanized rollers, snow removal equipment, loaders, backhoes, street sweepers, and similar types of heavy equipment.

ACCOUNTABILITY: Works under the general supervision of a foreman, Public Works Supervisor or other administrative superior and after instructions have been given, work is often performed without direct supervision. Work is reviewed by a superior for conformance with instructions and for the safety and care exercised in operating equipment.

SUPERVISION EXERCISED: May be assigned to direct unskilled and semi-skilled workers assigned to assist them on construction and maintenance projects.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; personal protective equipment, various hand and power tools; electronic, mechanical, and hydraulic equipment; two-way radio and pager; passenger and commercial motor vehicles; heavy equipment.

TYPICAL WORK ENVIRONMENT: Inside: 5% Outside: 95%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Operate assigned heavy construction and maintenance equipment in support of loading and transporting road construction materials, debris and equipment; excavation and road repair and maintenance work; and repair and maintenance of City facilities and equipment..
2. Service equipment and make minor field repairs; report need for major repair to supervisor and mechanics.
3. As assigned, direct the work of unskilled, semi-skilled and skilled workers involved in routine maintenance and construction activities related to public works and utilities field operations.
4. Operate vehicles in such a manner as to maintain the mechanical and structural integrity of assigned vehicles and in compliance with all laws, ordinances, policies and procedures at all times.
5. Prepare and operate equipment, on an emergency and seasonal basis, for snow removal and other seasonal clean up operations.
6. Perform various semi-skilled tasks essential to department and city operations when not engaged in heavy equipment operations.
7. Knowledge of the maintenance requirements, work hazards, safety practices and traffic laws relating to heavy equipment operation.

8. Maintains availability when requested to meet emergency situations.
9. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
10. Maintains familiarity with and executes safe work procedures associated with assigned work.
11. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Occasionally required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Occasionally required.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>

TYPICAL WORK SURFACE(S): Service counter; tables; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding, outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches; within operator cabs and on trucks and heavy equipment/machinery.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad; computer mouse; electronic, mechanical, hydraulic control; radio/pager; motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work may be near moving or mechanical parts and on or around heavy equipment. May be exposed to fumes, airborne particles, fuel, solvents, lubricants, and toxic or caustic chemicals. May also be exposed to biting insects, poisonous plants, herbicides and/or pesticides.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Knowledge of the functions, operating methods and care required of the heavy equipment used in public works and utilities projects. Knowledge of the maintenance requirements of heavy equipment and to detect equipment deficiencies and make necessary operational adjustments. Knowledge of the work hazards, safety practices and traffic laws relating to heavy equipment operation. Ability to understand, follow, and give oral and written instructions. Sufficient physical strength, conditioning and agility to perform strenuous manual labor for extended periods of time under varying weather and climactic conditions.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High School diploma or equivalent. Three (3) years experience in the operation and maintenance of heavy construction and maintenance equipment OR an equivalent combination of education and experience, which demonstrates possession of the knowledge, skills and abilities required for the position. Must maintain valid New Hampshire CDL B with Air Brake Endorsement and Tanker Endorsement, CDL-A with endorsements preferred. Must maintain complete certification for NE Collection Systems Operator Certificate Grade II and UNH Technology Transfer Center Road Scholar II.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 07/01/96
Job Description Developed: 07/01/96
Reviewed: 09/25/08
Revised: 07/10/2014