

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Equipment Operator I

Department: Varies
Pay Grade: 505
FLSA Status: Non-Exempt
Job Code: Z015

JOB SUMMARY

The purpose of this classification is to perform manual to moderately skilled work as part of a crew engaged in one of the following: refuse or recycling collection, maintenance and upkeep of public parks, grounds and facilities, or street/roadway maintenance. Work is physical in nature, however this classification is distinguished from Crew Worker I by a higher degree of independence in action and level of knowledge and skill and by more regular operation of light equipment. Workers in this classification are expected to perform those tasks requiring a higher level of skill and demonstrate a moderate amount of knowledge and understanding of the work without constant or direct supervision from a Crew Leader or Supervisor.

ESSENTIAL JOB FUNCTIONS

- Performs manual work within an assigned department, which may involve grounds maintenance, parks maintenance, street maintenance, sanitation services, building maintenance, or other projects within the assigned department; assists equipment operators, skilled-trade employees, or other workers as needed.
- Performs various tasks involving roadside maintenance, grounds maintenance, or landscaping projects: mows grass; trims and edges along roadways, landscaped areas, driveways, sidewalks, and fence lines; plants and maintains trees, shrubs, and flowers; weeds flower beds; cuts down trees; prunes tree limbs, hedges, and shrubs; picks up and disposes of tree limbs, brush, and other materials from public areas; spreads seed, mulch, and other grounds materials; tills or aerates dirt/soil; moves dirt and grades land; cuts, lays, or installs sod; applies fertilizer and herbicide; rakes ground materials; blows leaves/debris from walkways or grounds; picks up and disposes of debris/litter from public areas; empties trash containers; digs holes/trenches and shovels materials.

- Performs various tasks associated with set-up and clean-up of work-sites and facilities: gathers equipment, tools, supplies, and materials needed to conduct work activities; empties trash containers and dumpsters; picks up or removes debris such as tree limbs, brush, pine straw, leaves, grass/yard clippings, and dead animals; rakes, sweeps, shovels, and cleans ground around work areas and picks up remaining materials; and cleans and returns equipment and materials to their proper location.
- Operates a variety of light equipment, machinery, and power / hand tools associated with department projects, including (but not limited to), a small tractor, commercial mower, edger, trimmer, chipper, chain saw, air compressor, concrete saw, leaf blower, tiller, sod cutter, asphalt looper, paint/marketing machine, pick axe, sledgehammer, pitchfork, rake, post hole digger, shovel, broom, hand tools, or two-way radio. May operate heavier construction equipment in a training capacity under direct supervision by a supervisor or skilled operator.
- Operates equipment to complete various tasks: skid-steer, forklifts, and loaders of similar size to load and/or move gravel, dirt, sand, and other materials for smaller projects and amounts; utilizes skid-steer to clear land or debris and other materials.
- Performs routine customer service functions: exchanges limited information with property owner or public regarding work; logs complaints or problems and refers them to the appropriate personnel.
- Inspects and prepares equipment for safe and proper operation prior to beginning work for the day; performs light maintenance on equipment, which may include changing oil, refueling, or refilling lubricants; cleans vehicles, beds, and mounted equipment upon completion of assignments; secures vehicle after use.
- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, sharpening blades, changing tires, replacing parts, washing/cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment and initiates requests for new or replacement materials as required.
- Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports any incidents, accidents, problems, or unusual situations.
- Prepares or completes various forms, reports, correspondence, time cards, daily work sheets, or other documents.
- Receives various forms, reports, correspondence, schedules, activity calendars, event sheets, diagrams, blueprints, policies, procedures, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, other departments, employees, inmate workers, community service workers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

Tasks which may be specific to individual departments:

Environmental / Public Works

- Drives pick-ups and single-axle trucks with limited volume and/or weight capacities in order to collect, transport and haul materials such as brush, tools, and trash: makes frequent stops at appropriate intervals to position truck near refuse; follows a prescribed route and maintains the pace of collection in order to ensure timely completion of the route; maneuvers vehicle in and around traffic and work-sites, obeying all traffic laws and safety guidelines; positions vehicle to allow for the most efficient and effective loading and unloading of materials; secures all doors, gates, and fasteners to prevent spillage or loss of load; operates dumping mechanism to dump materials at appropriate locations; and collects missed garbage pickups as needed.
- Picks up large bulk/metal items, including refrigerators, stoves, grills, etc., and missed garbage.
- Extracts refrigerant from refrigerators (Recycling Center).
- Trains community service workers (Recycling Center).
- Assists with flooding situations during inclement weather (Stormwater Division).

Recreation & Parks

- Performs various tasks involving maintenance of parks, athletic fields, and recreational facilities; helps maintain, repair or replace various infrastructure.
- Performs various tasks involving building maintenance projects: cleans buildings, sheds, restrooms, or other facilities; restocks supplies; paints interior/exterior surfaces and equipment; replaces batteries, light bulbs, and ballasts; replaces or performs minor repairs on building fixtures, fences, and playground or recreation equipment; assembles furniture or equipment; pressure-washes building and grounds surfaces; lifts/moves equipment and heavy materials; cleans, dusts, vacuums, mops, buffs, and polishes floors, walls, windows, fixtures, and other surfaces; and assists with setup/breakdown for special events and activities.
- Assists with demolition of materials and objects, as needed.
- Assists with installation and construction of benches, bleachers, and small structures.
- Performs light grading and earthwork.
- Assists with construction related tasks as needed.

Transportation

- Performs various tasks involving street, storm-water drainage, and/or right-of-way maintenance projects: prepares road surfaces for asphalt application; lays and smooths asphalt; patches/repairs utility cuts and potholes in road surfaces; lays bricks and concrete block; lays or builds concrete forms for catch-basins, sidewalks and curbing; pours concrete; sweeps street surfaces; spreads gravel; clears obstructions and removes debris from storm-water drains, ditches, and catch-basins; constructs asphalt driveway tie-ins; and repairs / installs guardrails.
- Assists with maintaining the right-of-way.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; supplemented by two (2) years of previous work experience in construction, street or grounds maintenance, or related work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Possess and maintain a valid GA CDL (Transportation Department)
- GSWCC Level 1b (Stormwater division)
- Additional certifications may be required based on assignment.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of tasks and procedures required to perform the routine maintenance functions in the assigned department.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS

The work is heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds); and may occasionally involve heavier objects and materials (up to 100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal attacks/bites.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.