

**LEESBURG, GEORGIA
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: EQUIPMENT OPERATOR I

SUMMARY:

The purpose of this classification is to perform crew work in assisting with road and right of way maintenance activities including mowing, sign installation, road repair, pavement patching and maintenance, flagging traffic and other assigned tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not excluded them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Maintains landscape areas along roads and right of ways; mows grass using various tractors and mowers; trims right of ways and various tree limbs; participates in grass and other seed plantings; removes trash and other debris.
 - Patches potholes and repairs the roadway. Assists in repairs and maintenance of utilities.
 - Installs, repairs and maintains road signs; receives and performs sign detail assignments.
 - Assists in directing and flagging traffic to protect assigned work areas.
 - Performs related departmental duties; cleans holding ponds; installs fencing; assists with driveway installation; assists with routine maintenance and clean up tasks; assists with equipment and vehicle maintenance and minor repair tasks.
 - Operates a variety of hand tools and related landscape maintenance equipment as necessary to complete essential functions.
- Performs other duties as needed, assigned or required.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: High school graduate; one to two years of experience driving various types of trucks, operating heavy equipment and maintaining and repairing vehicles and equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Georgia Driver's License.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Ability to establish and maintain effective working relationships with other employees and general public. Knowledge of: Methods and techniques of installation, maintenance, operations and repair of streets, storm drain system, and/or parks depending on work area; Methods and techniques of maintenance, inspection and emergency repair programs; Methods and techniques of installation and maintenance of utilities and landscaping; Motorized and hand tools and equipment used in assigned work area; Occupational hazards and standard safety practices and procedures; Construction skills; Heavy equipment operation techniques; Safe use of pesticides depending on work area; Plant and pest identification methods and techniques depending on work area; Policies, functions and responsibilities, operations, and objectives of the City; Pertinent federal, state, and local laws, codes and regulations depending on work area; Public, and customer relations skills. Ability to: Troubleshoot problems and resolve non-routine maintenance and repair issues; Interpret, apply, explain, develop and implement standards, policies, regulations and procedures; Read and understand as-built drawings, specifications, and contract documents; Select, supervise, train and evaluate assigned employees; Be aware of occupational hazards and utilize standard safety practices; Operate a computer and utilize applicable software; Ability to respond to emergencies on a 24-hour basis; Supervise the operations, services and activities of the section; Develop, implement and administer goals, objectives and procedures; Operate personal computers and utilize applicable software; Prepare and present

written and verbal reports; Communicate effectively, in oral and written form; Establish and maintain effective working relationships with supervisor, subordinates, City employees, other department supervisors and managers, contractors and developers, vendors, and the general public

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles performing heavy manual labor. Visual acuity to operate vehicles and equipment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed both indoors and outside. Outside work requires exposure to varying weather and terrain conditions, hazardous traffic conditions, noise, fumes, odors, gases, and air and blood borne pathogens; exposure to moving equipment and occasional exposure to toxic or caustic chemicals, extreme heat, risk of electrical shock, wet/humid conditions, high, open or confined spaces, intermittent vibration and noise. Work requires frequent standing, walking, bending, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, grasping and lifting and/or moving objects weighing up to 100 pounds.