

CITY OF FRANKLIN CLASS SPECIFICATION

CLASS TITLE: LIGHT EQUIPMENT OPERATOR **DATE 5/15**
DEPARTMENT: MUNICIPAL SERVICES
REPORTS TO: DIVISION FOREMAN, DIRECTOR , OPERATIONS SUPERINTRNDENT
ALSO IS ASSIGNED TO WORK WITH A H.E.O. II/CREW LEADER

JOB SUMMARY:

In the Highway Division, the employee performs work involving the operation of moderately complex construction, grounds and road maintenance equipment. All Division L.E.O employees perform manual labor involving various maintenance, construction and repair projects throughout each division of the Municipal Services Department. Assists in set up of "Work Zones" and Traffic Control for various construction projects, performs minor repairs and maintenance on equipment and assists with snow and ice control.

In the Water and Sewer Divisions, employees conduct similar type construction projects which may be somewhat different from those in the Highway Division. Specific tasks primarily relate to assisting in the maintenance of the City Water Supply, Source, Metering and Distribution Systems. Similarly in the Sewer Division operators conduct maintenance, upkeep and inspection to the City Sanitary Sewer Collection System.

ESSENTIAL JOB FUNCTIONS:

Operates moderately complex construction and maintenance equipment and vehicles such as tandem axle dump trucks; street sweeper, backhoe, bobcat; steel wheeled rollers in order to transport material and perform maintenance activities.

Operates lawn tractors and other right-of-way maintenance equipment in order to mow and edge grass, trim trees and brush, chip wood, plant seed and fertilize lawns and shrubs.

Performs general grounds maintenance duties such as preparing beds, planting flowers, removing trees and emptying trash barrels.

Performs road, field and right-of-way repair and maintenance activities such as shoveling, raking loam and asphalt, hauling, mixing cement, digging and picking up materials, debris and dirt.

Clears easements and performs drainage repairs.

Assists with the installation and maintenance of traffic signs, uses wheel barrel and rakes asphalt.

Assists with the operation of motorized equipment repairing and cleaning drainage, water and sewer lines.

Assists with traffic control at road construction sites by directing traffic and assisting other equipment operators and divisions in moving equipment.

Operates dump truck, plow and sanders, sidewalk tractor for the purpose of Snow and Ice Control.

May work occasionally at the Transfer Station with the proper certifications or occasionally on Curbside Collection in an emergency situation.

In the Water and Sewer Divisions, the employee performs similar tasks involving the operation of aforementioned construction equipment and labor however, due to the difference in the operations of these two divisions there is more focus towards assisting with the inspection, proper operation, maintenance and upkeep of the City Sanitary Sewer Collection System and Water Distribution Systems. Such tasks include operation and inspection of wells, water tanks, emergency generators, pumping stations and the water treatment plant. Assists in customer service; courtesy inspections; meter replacement; leak detection equipment; meter reading equipment; meter assembly, installation meter maintenance. In water distribution and sewer collection systems pipeline maintenance and repair and inspections are regularly performed. Adjusts, repairs and replaces curb stops, gate valves and manholes.

Completes required forms and completion of work orders; records associated with operation of assigned equipment such as equipment repair orders; pre and post trip forms and daily checklists of equipment in pumping stations.

Performs regular routine light maintenance and inspection of equipment such as checking oil and fluid levels; tire pressure and belts, greasing machinery; changing plow blades and light bulbs; maintenance of pumps and pump motors. Completes daily FHDOT required pre trips and forms.

Will be assisted and accompanied by senior employees providing training and unfamiliar work assignments.

Will be required to work MANDATORY OVERTIME with snow and ice control operations and other emergencies, and to fulfill the requirements of weekly on-call duties as assigned to water and highway divisions.

Performs other related functions as needed and those of a Light Equipment Operator.

MATERIAL AND EQUIPMENT USED:

Dump truck, jack hammer, compactors, backhoe, lawn tractor, snow and ice control equipment, chainsaw, trimmer and chippers, light rollers and tamps and other various construction/maintenance equipment, pick and shovel, rake, wheelbarrell and many other hand tools.

In the Water and Sewer Divisions- station pumps and motors; valve exercising equipment; scada equipment; computers; remote meter reading equipment; leak detection equipment, manual and automated sewer pipe cleaning tools and equipment and other hand and power tools mentioned above.

MINIMUM QUALIFICATIONS REQUIRED:

High School education diploma or GED; with four years of related experience in municipal public works type projects or any combination of education, training and experience that provides the required knowledge, skills and abilities necessary for the job.

At a minimum, in all divisions, a Valid New Hampshire Class B CDL license with Air Brake endorsement is required to be eligible for the job. Clean driving record and a Medical Examination Certificate required. Dependability, good physical condition and strong work ethic with good attendance record a must.

In the Water Department, same minimum qualifications with a minimum NH Level 1 or (1A "Operator in Training) Public Water System Operators Certification" and a New Hampshire Class B CDL License with Air Brake endorsement. If successful candidate has a level 1A, this certification will need to be upgraded to a Level I in Treatment and Distribution to come off of probation.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Parks and grounds maintenance techniques.

Rules and work zone safety techniques mandated by the FHA related to roadway and safety equipment.

Techniques and practices used in road right-of-way repair and maintenance activities.

Principles and practices of municipal water and sewer system maintenance.

Skill in:

Good public relations and ability to effectively communicate with City Staff and the public.

Operating various light and moderate construction and maintenance equipment.

Operating, maintaining and using moderately heavy motor equipment including: operation of such equipment over rough, icy and unstable surfaces.

Participating in a variety of singular or team projects involving municipal public works maintenance activities sometimes involving the combination of all divisions (i.e. Snow and ice control)

Mental and Physical Abilities:

May be on call in order to respond to 24-hour emergencies seven days per week including holidays and weekends as needed.

Understand and follow oral and written instructions. With the ability to return completed work and repair orders.

May be required for extended periods of time overnight and on weekends during snow and ice operations. While performing essential functions of this job, the incumbent is regularly required to perform strenuous physical work; stand; walk; reach with hands and arms; drive and operate equipment; stoop; kneel; crouch; crawl; speak; hear and communicate over loud noise; exert 20-50 pounds of force and lift up to 75-100 pounds.

Specific audio and vision abilities required by this job include: distance vision, ability to discriminate between colors and ability to adjust focus, good motor skills to run levers and joysticks.

WORKING CONDITION:

While performing the essential functions of this job position, the incumbent is regularly exposed to wet or humid conditions; outdoor weather conditions; extreme hot and cold temperatures; working near moving mechanical parts; working in high and subterranean precarious places; confined spaces, fumes or airborne particles; dust; toxic or caustic chemicals and vibration. Working conditions are typically to moderately loud.

Physical Demands for Job Description Light Equipment Operator

The following shows the maximum physical demands for all the tasks listed above.

The Department of Labor Strength Rating: _____

JOB REQUIRES:

Maximum lifting/carrying of: 75-100 lbs.

Frequent lifting/carrying of: 50 lbs.

WORK SCHEDULE:

Number of hours/day: 8

Number of days/week: 40

Mandatory Overtime as needed

Does job require Repetitive Motions? (check all applicable)				
	WRIST	ELBOW	SHOULDER	ANKLE
Right	✓	✓	✓	✓
Left	✓	✓	✓	✓

JOB REQUIRES: Part of day	CONTINUOUS Less than 10 lbs 100% - 67%	FREQUENT 66% - 34%	OCCASSIONAL 33% - 1%
Bending		✓	
Kneeling		✓	
Squatting		✓	
Climbing		✓	
Standing	✓		
Walking	✓		
Sitting		✓	
Reaching		✓	
Driving	✓		
Fine Motor Skills			✓
Lifting		✓	
Lifting and Carrying		✓	
Twisting		✓	
Data Entry			

