



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
HEAVY EQUIPMENT OPERATOR
Classification Specification

GENERAL PURPOSE

Under general supervision, operates motorized heavy equipment and performs construction, maintenance, and repair work; supervised and trains employees in equipment operations and safety procedures.

SUPERVISION RECEIVED

Works under the close supervision of a utility supervisor or line supervisor (Insert title of immediate supervisor).

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Heavy Equipment Operator. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Operates motor sweeper, trucks, ditch digger, skip loader, roller, front-end loader, forklift, skid steer, backhoe or other power equipment of comparable size and complexity as a major assignment.
2. Maneuvers motor sweeper along the streets in designated areas.
3. Dumps sweeper load when hopper is full.
4. Loads trucks, excavates trenches, and resurfaces streets, using a variety of motorized maintenance equipment.
5. Performs work in the construction, maintenance, and repair of structures and other municipal facilities.
6. Supervises and trains employees in heavy equipment operations.
7. Remains constantly alert to traffic hazards, especially parked cars and children; diverts traffic as required.
8. Maintains, lubricates, and makes minor repairs to equipment.
9. Performs related manual duties when not operating equipment.
10. Observes and enforces safety practices and procedures; assures the proper utilization of street cones, barricades and safety flags to divert traffic and maintain safe work areas.
11. Maintains routine records related to vehicle and/or equipment maintenance and operation,

works orders and other maintenance activities.

12. Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED and three (3) years of full-time, paid experience in general maintenance or construction work using motorized heavy equipment. Experience and/or education in a related field may be substituted on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- Mechanical operation and care of motorized heavy equipment used in maintenance work,
- Principles and practices of training and/or providing work direction.
- Appropriate safety practices and procedures.
- Maintenance of tools and/or equipment.
- Applicable sections of the California Vehicle Code.
- Routine record-keeping techniques.
- Operate motorized heavy equipment with skill and safety and make minor repairs.
- Read and interpret construction drawings, blueprints, plans and specifications.
- Maintain tools, equipment and/or vehicles in clean and proper working condition.
- Train others in the use of equipment; provide work direction, assign and review the work of others.
- Lift objects weighing from 50-75 pounds.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with others.
- Perform medium to heavy manual labor.

LICENSE:

Possession of a valid California Class A driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid drivers license and reflects their driving record.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including back-hoe, dump truck, pickup truck, utility truck, street sweeper, jettier/inductor truck, street roller, man lift, tamper, plate compactor, saws, pumps, aerial propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small and/or large objects.
- May be required to stand for long periods
- Perform work which involves the frequent lifting, pushing, and/or pulling of objects which may approximate 50 pounds and up to 75 pounds.
- Are subject to outside environmental conditions and/or inclement weather.
- May be required to work with harsh and/or hazardous materials.
- May be required to wear protective apparel including, but not limited to, goggles, face protectors, aprons, and shoes.
- May be required to work around loud noise, moving mechanical parts and/or around electrical current.
- May be required to respond to emergency situations.
- May be required to drive City and/or personal vehicle in the scope of employment.
- The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.