

City of Bella Vista - Street Department

JOB DESCRIPTION

Job Title: Operator I
Department: Street
Reports To: Crew Leader or Foreman
FLSA Status: Non-Exempt
Pay Status: Hourly
Prepared By: Personnel Committee
Prepared Date: March 6, 2015
Approved By:
Approved Date:

SUMMARY

Operates various types of equipment such as asphalt rollers, soil compactors, dump trucks, tractors, brush hogs, street sweepers, front loaders as well as small power tools and hand tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties and responsibilities include the following:

- Reporting relationships, work assignments, and work schedules may be subject to change in order to meet City needs or operational requirements. Attendance at work and the ability to get along with the public, supervisors, and co-workers are essential elements of this position. Other duties may be assigned.
- Fastens attachments to tractor with clevis or wedge pin hitches. Connects hydraulic hoses, belts, mechanical linkage, or power takeoff shaft to tractor to provide power to raise, lower, or tilt attachment.
- Moves levers to control tool bars, carriers, and disks. Moves levers and depresses pedals to maneuver tractor and raise, lower, and tilt attachment to clear right-of-way.
- Feels lever and listens for stalling action of engine to estimate depth of cut.
- Fastens attachments, such as graders, plows, and rollers, to tractor with hitch pins.
- Releases brake, shifts gears, and depresses accelerator or moves throttle to control forward and backward movement of tractor. Steers tractor by turning steering wheel and depressing brake pedals
- Directs activities of Hoisting Laborer in placing blocks and outriggers to prevent capsizing when lifting heavy load.
- Fills water tank of machine from hydrant or other water source.
- Drives sweeper along street near curb. Moves controls to activate rotary brushes and water spray so that machine automatically picks up dust and trash from paved street and deposits it in dirt trap at rear of machine.
- Pulls lever to dump refuse in piles at curb for removal.
- Greases, oils, and performs minor repairs on all heavy equipment machinery.

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONT.)

- Works “On Call” as scheduled or required.
- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES

None.

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 and/or EXPERIENCE

High school diploma or general education degree (GED) and one(1) year related experience and/or training or ability to learn quickly; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have and maintain a valid driver’s license.
- Must be able to obtain a Class “A” Commercial Driver’s License (CDL) within 90 days of employment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an 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.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate. This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description but which are commensurate with similar levels of responsibility.