

CITY OF LOCK HAVEN

March 2019

Job title: Operator III – Public Works Department

Work Site: Public Works Department, Lock Haven City Garage (99 Second Ave)

Work Hours: (8Hrs/Day) (40 Hrs./Wk.) normally 5 days a week Monday-Friday

Salary / Benefits: \$18.54 per hour, then after probationary period \$19.04 per hour

Supervisor: Department Superintendent/Foreman who reports to the Public Works Director

JOB DEFINITION: This position involves skilled work in the operation of specialized equipment and maintenance of various public works projects. An employee in this class performs various work alone or assists other employees in the operation of heavy trucks, plows, spreaders, loaders and other related equipment; ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use; performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; serves on various employee or other committees as assigned; assists in the repair of streets, water distribution, sewer treatments and other related public works as needed. Employee will be assigned to all departments depending on work load, on a short term or long-term basis.

EXAMPLES OF WORK PERFORMED: Assists in construction of and repairs to streets and utility service lines of various sizes and materials. Work is assigned with general instructions on a project basis and employees proceed independently in the operation of the equipment. Employee may receive training in the operation of equipment at a higher level but will not be expected to operate the higher-level equipment on a regular basis until certified and approved by the City. Performs minor repairs and preventative maintenance work on equipment. Assists mechanic or other operators in making repairs to equipment. Keeps equipment clean and properly maintained. Maintain equipment records. Performs manual work on assigned projects when not operating equipment. Must be able and willing to perform all tasks of positions below that of Operator III.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operation and maintenance of a variety of machines, trucks, sweepers and/or other equipment
- Knowledge of the practices applied to the care and safe operation and maintenance of equipment. Knowledge of the principles of operation of equipment sufficient to detect defective operation and to make minor repairs.
- Knowledge of the state laws pertaining to the operation of equipment upon highways and City streets.
- Ability to service, make running adjustments, and make minor repairs.
- Ability to perform related clerical tasks and to understand and follow oral and written instructions.
- Sufficient physical strength and freedom from disabling defects to perform assigned tasks.
- Ability to supervise other personnel that may be assigned to assist on an as-need basis.

- Ability to work outdoors in adverse weather conditions.
- Will be assigned to other departments as schedule allows or need arises.
- Willingness to work flexible hours, including second or third shift. Employee may be assigned to semi- permanent evening or night shift duties.
- Willingness to accept call outs and overtime when required.
- Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS:

- Must possess a valid Pennsylvania CDL driver's license
- Ability to become a registered pesticide application technician within 1 year
- General electrical and mechanical knowledge
- Ability to become certified to work in a confined space environment

MINIMUM EXPERIENCE AND TRAINING:

Two (2) years of experience in the operation of trucks, construction and maintenance equipment utilized at this level, or any equivalent combination of experience and training or certification of proficiency in the operation of one or more kinds of equipment utilized at this level.

- Graduation from high school or GED equivalent, and
- Two (2) years of experience relating to construction, maintenance, or repair.
 - o Preferred: A post-secondary certificate or degree in heavy equipment or construction operation

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. During winter operations, the employee may be required to operate equipment, including but not limited to tractors, trucks, sweepers, plows, and loaders for total period of up to 12 hours per shift and must be able to sit in the operator's station continually for four (4) hours at a time without breaks.

The employee must be physically agile and able to climb steps, ladders, and manhole steps to access below ground chambers as much as forty (40) feet in depth while wearing confined space protective equipment.

The employee must be able to operate a mobile (vehicle mounted) radio and portable radio for safe operations and for effective communications with all personnel.

The employee must 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 the 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock, and will be required to work in below ground vaults, chambers, and manholes.

The noise level in the work environment is usually loud.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person hired for this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.