

CITY OF LOCK HAVEN, PENNSYLVANIA

Job title: Operator 1

Work Site: Public Works Department: 99 Second Ave, Lock Haven, PA 17745

Work Hours: May-Sep: 10 Hrs/Day, 40 Hrs/Wk, normally combo of 4 days Mon-Fri
 Oct-Apr: 8 Hrs/Day, 40 Hrs/Wk, normally 5 days a week Mon-Fri

Wage: \$20.20 per hour during probation period, \$20.70 after probation ends

Benefits:

HEALTH HIGHMARK BC/BS	DENTAL UNITED CONCORDIA	OTHER
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual \$94.14/month	Individual \$2.30/month	Secure pension, vacation, personal days,
Family \$220.52/month	Family \$6.20/ month	and sick pay

PTO: 5 days paid vacation, 10 paid holidays, 4 personal days, and earn 1 sick day per month that can be banked to 150 days (first year vacation, holidays, personal days are prorated)

Supervisor: Public Works Foreman, but will report to the department foreman for which work is being performed

Job Summary:

This is skilled work in the operation of heavy construction and maintenance equipment such as loader, grader, sweeper, backhoe, trucks, and other related equipment. Work is performed under the immediate supervision of the Superintendent or foreman in charge of the department for which work is being performed. Work is assigned with general instructions on a project basis, and employees proceed independently in the operation of the equipment without further instruction or assistance.

Essential Job Functions:

- Operation of backhoe and all equipment below this level
- Keep equipment clean and properly maintained
- Maintain equipment records
- Perform preventative maintenance of tools and equipment
- Operation of construction and maintenance equipment and tools
- Operation of dump truck
- Operating of high lift loader
- Ability to provide a safe work environment including proper backfilling procedures
- Supervise other personnel assigned to assist
- Can perform all tasks of Operator 2, Semi-Skilled Laborer and all positions beneath this class
- Perform manual work on assigned projects when not operating equipment
- Available for emergency situations after hours, on weekend and holidays
- Willingness to work flexible hours and accept call-outs and overtime
- Will be assigned to work in all City departments as necessary

Marginal Job Function:

- Perform minor repairs of tools and equipment
- Assist Mechanic in making repairs to equipment
- Work cooperatively with other departments and for other foremen and supervisors

Qualifications:

- Education: Minimum high school graduate or equivalent with an Associate of Applied Science Degree in Heavy Construction Equipment Technology Operator Emphasis; or
- Two years of experience in the operation of trucks over 26,001 lbs, construction equipment including backhoe, mini excavator, and loader, equipment maintenance with certification by the city in proficiency in the operation of equipment utilized at this level and below
- Knowledge of care and safe operation of equipment
- Knowledge of principles of operation of equipment to detect defective operation
- Ability to work in a confined space environment
- Must be able to pass background check and criminal history clearance
- Demonstration of Skills and Abilities
 - Valid Pennsylvania commercial driver's license (CDL)
 - Knowledge of different types of equipment and the safe transport of materials including hazardous waste
 - Ability to supervise helpers in a safe and productive manner
 - Ability to understand oral and written instructions
 - Ability to work with the public courteously
 - Ability to establish and maintain effective working relationships with employees, other departments and with the public
 - Ability to work with minimal direction and supervision
 - Ability to effectively communicate with the public and deal with irate customers
 - Ability to effectively communicate with other employees
 - Ability to operate public safety radio system
 - Ability to use classifications, ranges, graphs, charts, measuring devices, clocks, watches, counting devices, photographic equipment, and available technology and instrumentation.
 - Must be punctual, neat and able to write legibly

Physical Performing Elements:

- Lifting, carrying and dragging 50 pounds regularly, 100 pounds occasionally
- Frequent bending, kneeling, reaching and climbing including ladders
- Standing for long periods of time
- Handling and assembling small parts
- Hearing tones, differing volumes and spoken voices
- Smelling scents
- Seeing close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Walking on uneven and slippery surfaces
- Ascending and descending stairs

- Grasping and holding objects by hand using hands and fingers to handle, feel and operate objects, tools and controls and with reach with hands and arms
- Working safely with equipment with moving mechanical parts
- Work safely in wet and humid conditions in extreme heat and wet and extremely cold conditions
- Use safety practices to reduce exposure to fumes, airborne particles, toxic or caustic chemicals and reduce the risk of electrical shock.
- Use safety practices to work safely in loud field setting where noise level can be loud

Mental Performing Elements:

- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Completing written and verbal directions
- Ability to take and change an opinion or point of view
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.