

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Public Works	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Various	DEPARTMENT NUMBER	Various
REPORTS TO (TITLE)	Various	JOB FAMILY	Airport, Landfill, Public Works
PAY GRADE	5 / Equipment Operator / Airport Maintenance Worker	DATE OF LAST REVIEW	January 2024

NATURE OF WORK

The Equipment Operator performs a variety of semi-skilled and skilled maintenance work and operates a variety of equipment in the construction, operation, repair and maintenance and replacement of City infrastructure.

Depending on seniority, on-call duties might entail overnight shifts, and they must be prepared for such situations at any hour. Equipment Operators must also be able to work in any weather conditions.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Operates a variety of light and medium-sized construction and power maintenance equipment, including trucks of various sizes and weights in the loading, hauling, and unloading of various equipment and material;
2. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment, and maintains records relating to inspections and maintenance activity.
3. Keeps track of materials used, equipment hours, and hours required to complete a repair or task;
4. Clears snow from city streets and parking lots during winter;
5. Places and picks up signs and barricades around repairs and work zones, and put temporary fence in place;
6. Operates chain saws and other big equipment to clear rights-of-way through the timber;
7. Cleans and maintains tool room and materials storage.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions in the **Airport** department (Airport Maintenance Worker) may be additionally responsible for - General maintenance and upkeep of runway and Industrial Park, including snow removal on runway and roads within Industrial Park. Fills in for Airport Facilities Technician as needed.

Positions in the **Landfill** department may be additionally responsible for - operating landfill equipment and vehicles to smash trash, haul, stockpile, back drag and cover trash piles with dirt following the Department of natural Resources regulations and specifications. Landfill operators will be regularly scheduled some Saturdays each month.

Positions in the **Sewer** department may be additionally responsible for - televising sewer and storm lines and structures, generating detailed reports, and maintaining comprehensive logs of tasks and inspections. They clean sewer lines, remove debris, cut concrete, excavate and backfill holes, and construct forms for storm catch basin repairs. The Sewer Equipment Operators also manage the pouring and finishing of concrete.

- Operates a sewer inspection camera, which includes generating reports, televising and recording storm/sewer lines or structures, and keeping daily and monthly logs, as well as assisting the engineering department with and corrections to the mapping that needs to be made
- Operates the sewer combination truck which is a truck that is used to clean and remove debris from sewer/storm lines, as well as operating out flusher truck used for haling water;
- Performs maintenance and repairs on sewer/storm lines and structures, which includes using various equipment such as, backhoe, wheel loader, skid loader, mini excavator, concrete saw, and dump truck, as well as power tools such as, hammer drill, Jack hammer, circular saw, impact driver, and concrete roller screed;

Positions in the **Street** department may be additionally responsible for - maintaining city streets, levees, ditches, and culverts, as well as operating a range of equipment, including backhoes, excavators, skid loaders, end loaders, and road graders. They also take on tasks like patching roads using various materials, performing dirt work for multiple purposes, hauling materials using dump trucks, and constructing temporary access roads for detours during projects.

- Performs HMA patching, UPM patching and Injection patching upon direction of supervisor;
- Maintains various types of preventative measures to levee systems including grade work to meet spec per army core of engineers, rodent and pest control, ditch work as well erosion control
- Performs comprehensive road repair, which involves breaking out with a backhoe equipped with a breaker attachment, excavating using an excavator or skid loader, disposing of concrete, rock, or dirt using a dump truck, and then refilling with concrete;
- Regularly removes roadkill from roadways;
- Grades and maintains ditches and culverts, utilizing excavators, skid loaders, and sewer jets to ensure proper drainage throughout the city;
- Maintains Alley's with road grader or skid loader, using dump truck to haul and spread rock, as well as trimming any branches or brush that obstruct the alley;

Positions in the **Street Cleaning** department may be additionally responsible for – sweeping the streets according to certain areas and routes to ensure trash and debris are picked up. Hauling all debris collected to the landfill.

Positions in the **Traffic** department may be additionally responsible for - constructing and maintaining traffic signs, and painting pavement markings in compliance with the MUTCD and local municipal codes. Various computer programs and heavy machinery are used to efficiently handle day-to-day operations and manage emergencies.

- Constructs using FlexiSign-PRO, installs, and maintains traffic and street name signs. Utilizes mobile equipment, which may include an excavator, backhoe, skid steer, gas-powered post pounder, and various hand tools;
- Interprets work orders and determines the proper size, color, type, and location of signs and posts in accordance with the Manual on Uniform Traffic Control Devices and local Code of Ordinances;
- Maintains and updates computer records using the Microsoft Suite Programs, Simple Signs GIS Workshop, and Google Earth;
- Performs painting and repainting of center lines, lane lines, parking lines, crosswalks and school crosswalks as well as school crossing words painted on streets;
- Installs and operates traffic counters, temporary signage, and work zone signage.

SUPERVISORY RESPONSIBILITIES

Assigns work and provides work direction as a "lead-worker/working supervisor" for regular, part-time or contracted employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent G.E.D.;

One (1) year experience operating heavy equipment in the construction industry preferred.

LICENSING / SPECIAL REQUIREMENTS

A Valid Driver's license

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

Landfill – landfill operator certification is required within one year of appointment.

SKILL / ABILITIES REQUIREMENTS

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions;
- Knowledge of safe working practices and relevant equipment, and ability to detect potential hazards;
- Knowledge of PC and AC concrete placement and repair;
- Knowledge of traffic laws and regulations governing automotive equipment used;
- Knowledge of the principles and practices of operating and servicing specialized maintenance and construction equipment;
- Ability to pour and finish concrete;
- Ability to operate and drive a variety of equipment and vehicles.
- Skills in physical labor, including the use of shovels, hammers, rakes, concrete tools, chainsaws, pole saws, power drills, hammer drills, Skil Saws, Sawzall, and concrete saws.
- Knowledge of routine maintenance such as checking oil, grease equipment, etc.;
- Ability to use computers and relevant software (ex.: Microsoft Office).

PHYSICAL REQUIREMENTS

Positions in this class typically require: kneeling, reaching, standing, walking, pushing, pulling, lifting, handling, grasping, talking, hearing, seeing and repetitive motions.

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

POSITION ASSESSMENTS

Cognitive

- Criteria Cognitive Aptitude Test
- Criteria Mechanical Reasoning Assessment

Personality

- Employee Personality Profile

Risk

- Workplace Safety Profile

Hands-on assessment in department

Interview

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by AS
December 2023	Updated per PDQ by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.