

CITY OF UNALASKA
Position Description

| | |
|--------------------------------------|--|
| Job Class: Non-Exempt | Job Title: Equipment Operator- Medium |
| Supervisor: Roads Chief | Department: Public Works |
| Wage Grade: 7 | Full Time/Part Time: Temporary |
| Probationary Period: 6 Months | Union: IUOE Local 302 |
| DEPARTMENT REVIEW | |
| Submitted By: <i>[Signature]</i> | Date: <i>10-17-03</i> |
| Reviewed By: <i>[Signature]</i> | Date: <i>10-20-03</i> |
| HR Approval: <i>Kim Hughes</i> | Date: <i>10.16.03</i> |

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening and reference/background check.

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

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

When was the last time this position description was updated? Date: **10-2003**

What is the overall purpose and objective of this position (why does this position exist)? **Help maintain, upgrade and construct streets, roads, bike trails, and drainage systems.**

Explain the level of supervision received: **Receives direct supervision from the Roads Crew Chief.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- 1. Operates a variety of equipment up to 30,000 lbs. GVW as outlined in Article 17.2 of the IUOE Local 302 Contract between the City of Unalaska and the Department of Public Works and Public Utilities.**
- 2. Install culverts and drainage ditches.**
- 3. Spotter in ditches, using shovel to expose and clear utilities, use hand compactor and power tools.**
- 4. Install and maintain traffic control devices, i.e. signs, delineators, hazard markers, snow poles, etc.**
- 5. Operate sanding truck/plow in the winter.**
- 6. Repair and maintain tire chains, hand tools, and power tools, barricades, lights, etc.**
- 7. When needed may occasionally substitute for heavy equipment operator when experience and skill level allows.**

Does this position have access to confidential information? Yes _____ No **X**
If yes, please provide detail.

Does this position have access to or handle City funds? Yes **X** No _____ If yes, please provide detail. **Has limited access to City funds through use of LPO's and MRO's.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes **X** No _____ If yes, please explain. **Must be able to understand verbal instructions and directions for job accomplishment and safety. Must be able to read and understand drawings and illustrations.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- Valid Alaska CDL, class "A" with "N" endorsement.**
- Minimum of three years experience on medium size road or utility construction/maintenance equipment.**
- Ability to obtain a medical examiners certificate as required by Federal and State law.**
- Any combination of education and experience which provide the knowledge, skills, and abilities necessary will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **A current medical examiners certificate as required by Federal and State law.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Ability to operate a motor vehicle.**
- **Ability to operate medium size equipment at the journeyman level.**
- **Knowledge of standard road construction and maintenance practices.**
- **Ability to use hand and fixed levels to establish grades.**
- **Ability to cut ditches and slopes to grade with construction machinery.**
- **Knowledge of standard safety practices.**
- **Ability to establish and maintain productive working relationships with City of Unalaska staff, the public, vendors, and agencies.**
- **Ability to learn rules, regulations, policies and procedures, and terminology used in a Public Works roads division.**
- **Ability to maintain professionalism.**
- **Must be able to read and understand drawings and illustrations.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Ability to make minor adjustments and repairs to equipment.**
- **Ability to use hand and power tools safely and efficiently.**
- **Must be able to manipulate tools, objects, and equipment controls.**
- **Ability to obtain fork lift certification.**

Check any of the following factors that are important to successful performance in this position:

| | | | |
|----------------------|---|----------------------|--------------------------|
| Problem Solving | X | Bilingual | <input type="checkbox"/> |
| Analytical Ability | X | Interpersonal Skills | X |
| Communication Skills | X | Dexterity | X |

Describe the requirements of this position which make these factors important:

Must be able to solve routine problems and deal with less than ideal situations in the field, communicate problems to co-workers and supervisors and work with others to accomplish assigned jobs. Must be able to manipulate tools, objects, and equipment controls.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Valid Alaska CDL, class "A" with "N" endorsement. Required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random**

basis without advance notice.

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **Ability to maintain medical examiners certificate as required by Federal and State law. Ability to obtain fork lift certification. All required certifications and licenses must remain current for the duration of employment.**

NOTICE

Appointment in this position will be conditional based upon the submission of a current (dated within 30 days from date requested) copy of the applicant's Alaska Commercial Driver's license (CDL) and a current copy of his/her Department of motor vehicle driving record, including a driving record from previous states if the Alaskan driver's license was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes x No If yes, please explain: **Occasional emergency or non-traditional work hours may be necessary. Will work outside in dusty, wet, windy, cold, and snowy environment; will work in darkness; will work in high noise and vibration environment.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply. Describe job responsibilities which require physical demands checked.

1. Strength

- a. Standing 25% of time
- Walking 25% of time
- Sitting 50% of time

Operating equipment, spotting in ditches, carrying materials and supplies.

- b. Lifting 100 lbs.
- Carrying 100 lbs.
- Pushing 100 lbs.
- Pulling 100 lbs.

Placing culvert, guardrails, signs and posts, lifting and working hand compactors chain saws, concrete saws, jack hammers changing heavy tires, etc.

- 2. Climbing
- Balancing

Climbing steps onto large equipment, climbing in and out of ditches for culverts and utilities, climbing side

for surveying and grade hills,
gullies, utilities, stakes etc.

3. Reaching
Handling

Installing, repairing and cleaning signs,
guardrails, bridges, hauling freight,
hand and power tools.

4. Stooping
Kneeling
Crouching
Crawling

Install, repair, and clean signs,
culverts, guardrails, spotting around
utilities, cleaning equipment, etc.

5. Speaking
Hearing

Understanding instructions,
communicating problems,
coordinating with co-workers.

6. Seeing
Depth Perception
Color Vision

Operating equipment, maintaining
grades and slopes, working around
utilities, job site safety.

HISTORY SUMMARY

11-1995 Current JD on file.

10-2003 Included probationary period on page 1. Changed signature blocks. Included current drug testing, certificates and licenses to remain current, and occasional emergency hours language. Included "selection guidelines." Updated JD to current format. Included limited access to City funds language. Changed CDL requirement from X to N.