

CITY OF UNALASKA
Position Description

Job Class: Non-Exempt	Job Title: Equipment Operator - Light
Supervisor: Roads Chief	Department: Public Works
Wage Grade: 6	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: <i>A. Sprague</i>	Date: <i>9/12/06</i>
Reviewed By: <i>A. Sprague</i>	Date: <i>9/12/06</i>
HR Approval: <i>G. Sullivan</i>	Date: <i>9/12/06</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 26,000 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. **Assist other operators as a spotter in ditches, using hand and power tools to expose, clear, and re-bed utilities.**
3. **Assist in the maintenance and repair of gravel roads: asphalt pavement; markings; wooden bridges; fences; facilities and grounds; planting grass; applying fertilizer; etc.**
4. **Clean, service, and make minor repairs to machinery, vehicles, hand and power tools, barricades, lights, tire chains, etc.**
5. **When needed may occasionally substitute for medium and/or 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 the 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:

- **High School Diploma or GED Certificate.**
- **Valid Alaska CDL, class "A" with "N" endorsement.**
- **Minimum of two years experience on light duty road or utility construction/maintenance equipment, or other equivalent equipment.**
- **Ability to obtain a medical examiners certificate as required by Federal and State law.**
- **Any combination of education and experience that could provide the**

knowledge, skills, and abilities listed will be evaluated on an individual basis.

What are the preferred qualifications for this position?

- **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 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 light duty equipment at the journeyman level.**
- **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 repair to machinery and equipment.**
- **Ability to use hand and power tools safely and efficiently.**
- **Must be able to manipulate tools, objects, and equipment controls.**
- **Ability to obtain forklift 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 supervisor 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 forklift 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, windy, wet, cold, and snowy environment; 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 | x | <u>35</u> % of time | Operating equipment, spotting in, ditches carrying materials and supplies. |
| Walking | x | <u>35</u> % of time | |
| Sitting | x | <u>30</u> % of time | |
| b. Lifting | x | <u>100</u> lbs. | Placing culvert, guardrails, signs and posts, grass seed and fertilizer, work with jack hammers, plate compactors, saws, changing heavy tires, etc. |
| Carrying | x | <u>100</u> lbs. | |
| Pushing | x | <u>100</u> lbs. | |
| Pulling | x | <u>100</u> lbs. | |
| 2. Climbing | x | | Climbing steps onto equipment, in and out of ditches for culverts and util. climbing side hills, gullies, etc. for seeding, fertilizer, etc. |
| Balancing | x | | |
| 3. Reaching | x | | Install, repair, and clean signs, guardrails, bridges, hauling freight, |
| Handling | x | | |

4. Stooping	x	using hand and power tools.
Kneeling	x	Installing, repairing and cleaning signs,
Crouching	x	culverts, guardrails, spotting and
Crawling	x	cleaning around utilities, cleaning
5. Speaking	x	equipment, etc.
Hearing	x	Understanding instructions,
		communicating problems, coordination
		with co-workers.
6. Seeing	x	Operating equipment, maintaining
Depth		
Perception	x	grades and slopes, working around
Color Vision	x	utilities, job site safety.

HISTORY SUMMARY

9-2000 – Job description reviewed, percentages taken out on job duties listed. Drug testing requirements were reworded. CDL driving record information notice was added. "Occasionally substitute for medium and heavy equipment operator" added.

10-2003 – Included current drug testing, emergency or non-traditional work hours, and certificate and license's to remain current language. Included probationary period on page 1. Changed signature blocks. Included "Selection Guidelines." Updated JD to current format. Included limited access to City funds through use of LPO, MRO. Minor language changed and addition of standard language. Changed CDL requirement from X to N.

09-2006 – Updated language to reflect high school diploma or GED certificate as a minimum requirement.