

JOB DESCRIPTION

Position Title: Equipment Operator – Highway Division
Department: Public Works
Supervisor(s): Director of Public Works and Highway Supervisor
FLSA Status: Non – Exempt

General Statement of Duties

This is skilled work requiring constant attention to safety regulations and the safe operation of equipment under the general direction of the Director of Public Works and the Township Manager. Work assignments are outlined in detail by the Highway Supervisor. Work is inspected periodically for safety and economy of operation.

Required Knowledge, Skills, Abilities, Training and Education

- Knowledge of standard practices, method and materials used in the construction and maintenance of streets, parks and facilities
- Knowledge of safety rules, regulations and accident prevention practices
- Minimum of 2 years experience installing, maintaining and repairing streets, parks and facilities or equivalent construction experience
- New Department employees must obtain CDL Class A or B License with air brake and tanker endorsements within 6 months after date of hire
- Department employees promoted to this position must obtain CDL License endorsements of air brake and tanker within 60 working days of promotion
- Possession of a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania prior to appointment and during tenure of employment
- Able to enter and exit difficult work spaces
- Knowledge, skills, and abilities needed to perform the duties and responsibilities described below
- High School or GED program graduate

Essential Duties and Responsibilities

- Operate at least 4 of the following pieces of equipment at a proficient skill level: paver, grader, self-contained leaf unit, backhoe, skid-steer, roller, front end loader, sweeper and mowing units
- Maintain and keep records
- Perform routine maintenance on streets, parks and facilities
- Assist with the in the installation of streets, parks and facilities
- Perform seasonal winter maintenance duties
- Utilize and operate basic equipment required to perform routine maintenance, for example, but not limited to, jackhammers, chainsaws, vibratory compactor, wacker compactor, concrete saw, lutes, brush chipper, leaf-vacs, snow plows and spreaders
- Perform other work as required by Department Head or Township Manager

Physical/Mental Demands

See attached checklist

PHYSICAL DEMANDS

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NOTE: In terms of an 8 hour workday: "Occasionally" equals 1% to 33%, "Frequently" equals 34% to 66%, "Continuously" equals 67% to 100% of the time.

I. In an 8 hour workday, this job requires the physical ability to: (Please circle maximum capability for each activity)
TOTAL AT ONE TIME

A) Sit	1	②	3	4	5	6	7	8 Hours
B) Stand	1	2	③	4	5	6	7	8 Hours
C) Walk	1	②	3	4	5	6	7	8 Hours
TOTAL DURING AN ENTIRE 8 HOUR WORK DAY								
A) Sit	1	②	3	4	5	6	7	8 Hours
B) Stand	1	2	3	④	5	6	7	8 Hours
C) Walk	1	②	3	4	5	6	7	8 Hours

II. Job requires the physical ability to LIFT:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B) 11-20 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C) 21-30 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D) 31-40 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E) 41-50 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F) 51-100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job requires the physical ability to CARRY:

A) Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B) 11-20 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C) 21-30 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D) 31-40 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E) 41-50 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F) 51-100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Job requires the physical ability to use hands for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A) Right	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B) Left	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

	RIGHT	LEFT	BOTH
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

V. Job requires the physical ability to function in activities involving:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B) Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C) Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E) Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F) Driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G) Unprotected heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H) Being around moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I) Exposure to marked changes in temperature & humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J) Exposure to dust, fumes & gases	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MENTAL DEMANDS

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NOTE: All boxes (□) do NOT have to be marked if the job description does not require a specific level of REASONING or MENTAL ability.

I. This job requires the following levels of REASONING ABILITY:

Excellent	Average	Poor	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to apply common sense understanding to carry out simple one- or two-step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phrases. Deal with a variety of abstract and concrete variables. Apprehend the most abstruse classes of concepts.

II. This job requires the following levels of MENTAL ABILITY:

Excellent	Average	Poor	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to set realistic goals.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to exercise courtesy and tact when dealing with others.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to maintain acceptable attendance standards.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to accurately complete administrative forms.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to carry out job duties with or without supervision.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to adhere to personnel policies and procedures.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to carry out job duties without posing a direct threat to the health or safety of him/herself or others.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to maintain socially appropriate behavior.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to work in coordination with others.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ability to request assistance when appropriate.