

HEAVY EQUIPMENT OPERATOR-LEAD

REPORTS TO: Supervisor

SUPERVISES: Provides lead direction to a variety of non-management Field Operations personnel.

DEFINITION:

Under general supervision the Heavy Equipment Operator-Lead makes daily work assignments based on maintenance activities and provides lead direction to work crews performing one of the following activities: street repair, refuse disposal or storm drain operations. Provides assistance in developing employee appraisals on subordinate personnel, keeps supervisor alerted to conditions in the field, assists in training of other personnel, monitors work in progress, participates in the selection of new employees, and performs related duties as required.

DISTINGUISHING FEATURES:

The Heavy Equipment Operator-Lead is a lead classification found in the Field Operations Division. It requires familiarity with street repairs, refuse disposal operations or storm drain maintenance, with primary emphasis on working with the supervisor to effectively schedule crews, as well as knowledge of Field Operations related heavy equipment. The Heavy Equipment Operator-Lead provides training, assistance, or guidance to other non-management Field Operations personnel and may also perform the duties of personnel assigned in the same section as part of his/her ongoing assignment.

ESSENTIAL AND RELATED FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Provides lead direction to work crews and inspects and makes reports of completed work or work in progress.
- Assists the Supervisor in the planning of work schedules.
- Completes and maintains various records of time, material and equipment.
- Observes and enforces safety standards and practices.

Essential Functions:

- Responds to inquiries and complaints from the public.
- Trains personnel in all aspects of Divisional activities.

Related Functions:

- May perform any of the duties associated with classes of non-management personnel assigned in the street repair or refuse disposal sections of Field Operations.
- May on occasion be assigned as Supervisor in training capacity.

- Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities, which would typically be acquired through:

- Equivalent to completion of the twelfth grade;

and

- Five years increasingly responsible experience in construction and maintenance, with proficiency in either street repair or refuse disposal sections, including but not limited to: bulldozers, refuse compactors, motor graders, backhoes, large rollers, jet rodder, power rodder, and other related equipment.

Knowledge, Skills and Abilities:

- Ability to give written and verbal instructions, make arithmetic calculations of areas and volumes.
- Ability to read blueprints, construction markers, storm drainage maps, aerial maps, and other plans related to street repair or refuse disposal operations.
- Ability to operate, understand the operation of, and effectively utilize all assigned Divisional equipment.
- Ability to provide lead direction to work crews.

Knowledge, Skills and Abilities:

- Knowledge of record keeping procedures, supplier and material acquisitions, time card verification, and bi-weekly work reports.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing or sitting for extended periods of time and operating assigned equipment and vehicles.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions.

Special Requirements:

Possession of a valid State Driver's License.

If position involves operation of equipment requiring a Class A or B operator's license, applicable license must be obtained for new employees and the ability to obtain within six months of appointment for current employees.

WORKING CONDITIONS:

Construction site environment; exposure to dust and loud machine noise; danger of heavy equipment; some climbing, stooping, and lifting; work in inclement weather conditions.