

AUGUSTA COUNTY SERVICE AUTHORITY

Job Description

DATE: September 2, 2009

REVISED: March 28, 2014

REVISED: November 2015

JOB TITLE: Equipment Operator

DEPARTMENT: Construction & Field Operations

FLSA: Non-Exempt

REPORTS TO: Collection & Distribution Foreman

Category: Essential

SUMMARY OF RESPONSIBILITIES

This is an experienced operator who possesses extensive knowledge of heavy equipment and has basic knowledge of the water and sewer systems operations or an operator with basic operating experience with extensive knowledge of the water and sewer systems operations. Operates motorized equipment in the maintenance of sewer and water lines, construction of water and sewer lines, installation of new water and sewer services, excavation soil, and maintenance of stockpiles.

ESSENTIAL JOB FUNCTIONS

1. Operate an excavator, dozer, backhoe, front end loader, pickup truck, dump truck, large dump truck with trailer, fork lift, boring machine, track loader, bull dozer, compactor, articulated dump truck, motor grader, and hydro-seeder.
2. Use hand tools and perform a variety of manual tasks.
3. Maintain accurate and timely records and reports.
4. Perform daily routine checks on equipment, steam clean equipment, change motor oil (general maintenance), and make minor repairs.
5. Advises the Foreman of material needs, major equipment repairs required, and work improvement suggestions.
6. Maintain work areas and equipment in a clean and orderly manner.
7. Record oil, grease, fuel usage, and hours the equipment has been used. Submit reports to the Foreman.
8. Observe all safety rules, regulations, and practices. Report any unsafe working conditions to the Crew Leader.
9. Must be able to come to work promptly and regularly.
10. Must be able to take directions and work well with others.
11. Must be able to meet deadlines, and perform work accurately.
12. Must be able to react to changing business needs effectively, and handle other tasks as assigned.

QUALIFICATIONS/BASIC JOB REQUIREMENTS

1. Must have general experience in maintenance and construction work, plus extensive experience in the operation of light, medium, and heavy motorized construction equipment or extensive experience in maintenance and construction work, plus general experience in the operation of light, medium, and heavy motorized construction equipment.
2. Ability to communicate, both verbally and written, and read in English to understand directions, procedures, and communicate to others.
3. Must have an understanding of basic mathematics, mechanical knowledge, use general hand tools, and read and interpret engineering working drawings and specifications.
4. Ability to perform several tasks at the same time.
5. Must be able to work independently with a minimum of supervision.
6. Must exhibit a positive attitude to effectively deal with the public, agency officials, and co-workers.
7. Must possess a valid Driver's License, and be able to operate a vehicle.
8. Must possess, or have the ability to obtain within six (6) – twelve (12) months of employment, a valid Class A (combination vehicle) Commercial Driver's License with Tanker Endorsement for vehicles with Air Brakes).

WORKING CONDITIONS

1. Regularly works in outside weather conditions.
2. Subject to contact with liquid water, wastewater and vapors, confined space, electricity, hazardous materials, and blood borne pathogens while performing duties. Continuous exposure to dust, fumes, noise, extreme heat/cold, uneven terrain, and occasional exposure to heights.
3. Frequent standing, walking and stooping/bending. Occasional sitting, lifting (up to 75 pounds without assistance and over 75 pounds with operator or mechanical assistance), carrying (up to 75 pounds without assistance), pushing, pulling, twisting, climbing, stooping/bending, kneeling, crawling, reaching, grasping, repetitive movements, and driving. Frequent standing and walking.
4. Driving equipment, in and out of equipment, twisting and turning, working levers, and constant turning to view work site.
5. Required to work irregular schedules on an as-needed basis, which includes overtime, night duty, standby, weekends, and holidays. Subject to call-in for emergency assignments.
6. Must have a home phone or cell phone.
7. Observe all safety rules, regulations, and practices. Report any unsafe working conditions to the Crew Leader.

EMPLOYMENT CONDITIONS

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review
5. Random drug and alcohol test for all employees required to have a CDL

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and OSHA regulations and wear protective equipment as required (e.g., hard hat, hearing protection, uniform, protective clothing, eye protection, gloves, safety shoes, seat belt etc.).
2. Must actively attend all required safety training.
3. Must be trained as competent person in trenching.
4. Must have training and applicable certifications for equipment operated.
5. Must be certified every 3 years in Fork Lift Operations.
6. Must be certified Flagger.
7. Must be Work Zone Safety/Traffic certified.
8. Shall not operate any ACSA equipment without proper training.
9. Will not enter any confined space without proper training.

THIS JOB DESCRIPTION DOES NOT LIST ALL OF THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____