

POSITION: Equipment Operator II Trainee

GRADE: 4N

FLSA: Non-Exempt

DATE: 9/2013

POSITION SUMMARY:

Assists with the operation and maintenance of light and heavy equipment including Class A and B vehicles; works under general supervision; performs all other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Drive Class A or B vehicles, such as dump trucks, backhoes;
 2. Operate and maintain light and heavy landscaping equipment;
 3. Operate complex pieces of equipment, such as loader, grader, paver, dozer, compacter, and hydraulic excavator;
 4. Complete required paperwork in a timely manner;
 5. Perform minor repairs on equipment as necessary;
 6. Dig ditches;
 7. Flag traffic;
 8. Shovel stone and blacktop;
 9. Maintain fuel records;
 10. Plow snow and salt roads;
 11. Pick up trash;
 12. Report to work regularly and on-time;
 13. Perform all other duties as instructed and assigned.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of and ability to operate and maintain light and heavy equipment;
 2. Ability to perform minor repairs on equipment as necessary;
 3. Knowledge of MD State traffic regulations;
 4. Ability to maintain records;
 5. Knowledge of basic computer operations to include Microsoft Office software;
 6. Ability to understand and follow oral and written instructions;
 7. Ability to work shifts and overtime.
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REQUIRED EDUCATION AND EXPERIENCE:

1. High School Diploma or GED;
 2. Two (2) or more years' experience operating applicable equipment; must pass on-site evaluation of equipment operation or complete on the job training administered by staff;
 3. Flagger Certificate (Roads Division employees only);
 4. Valid CDL Class B or A with tanker endorsement is required.
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PHYSICAL AND ENVIRONMENTAL CONDITIONS: Work demands occasional strenuous effort; for example, digging, shoveling, and operating heavy machinery.

The work environment involves risks or discomforts which require special safety precautions, such as working with heavy machinery. Employees may be required to use protective clothing or gear. May require working in extreme outdoor weather conditions.

The above job description is not intended, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
