



## CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

### **Title: Equipment Operator**

Department: Public Services

Division: Environmental Services

**Section: Solid Waste**

### **GENERAL PURPOSE**

Operates equipment used in the collection of solid waste, yard debris, and recycling; performs routine maintenance and inspections of equipment.

### **SUPERVISION RECEIVED**

Under general supervision, reports to the Crew Leader, Environmental Services.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Operates a garbage truck and other vehicles for the purpose of collecting garbage, yard debris, and recycling materials.

Operates trucks/machinery used for the collection and transportation of various materials and debris, and/or to pull trailers.

Inspects machinery and equipment daily to ensure proper condition for the completion of daily tasks; performs necessary repair and maintenance; services vehicle as needed including washing, greasing, fueling, etc.

Prepares required documentation of daily inspections, maintenance problems and other required documents.

Interacts and communicates with various individuals involved in the activities of the department, such as supervisors, mechanics, co-workers, etc.

Drives and operates a knuckle boom loader to assist with yard debris collection.

Assumes responsibility for safe and efficient operation of equipment.

Directs and monitors the performance of work force assigned to individual tasks.

Assists with animal control duties.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

## **PERIPHERAL DUTIES**

Performs back-up duties for other positions as required.

Performs other related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- a) High School diploma or GED; and
- b) Three (3) years of related experience; or
- c) Any equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities.

### Necessary Knowledge, Skills and Abilities:

- a) Basic mechanical knowledge of related equipment.
- b) Basic skills in: noting minor maintenance requirements; operation of service tools and equipment.
- c) Ability to: perform manual tasks for extended periods of time; work safely; communicate effectively; establish and maintain effective working relationships with public, employees, supervisors and other departments; understand and carry out written and oral instructions and directions.

## **SPECIAL REQUIREMENTS**

Must possess a valid Class B South Carolina driver's license.

## **TOOLS AND EQUIPMENT USED**

Garbage truck, recycling truck, mechanic tools such as picks, hydraulic lifts, air tools and other tools required for minor repairs and service; phone; radio communications equipment; calculator; hand tools such as rakes, shovels, fuel pump, hand pump, steam cleaner, mechanics tools, safety equipment, etc.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate vehicles, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close, distant, and color vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee frequently works near moving mechanical parts in outside weather conditions. The employee is occasionally exposed to wet and humid conditions, fumes, heat, and toxic or caustic chemicals.

The noise level in the work environment is moderately loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; drug and alcohol testing; medical examination; job related tests may be required.

**The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**