



CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

Title: Heavy Equipment Operator

Department: Public Services

Division: Utilities

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of light and heavy equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the **Utilities Crew Supervisor**.

SUPERVISION EXERCISED

None generally. May serve as a lead worker over assigned workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with the planning, scheduling, and implementation of meter replacement; construction, maintenance, operation, and construction activities designed to provide quality water, sewer, street, and storm drainage service for the City.

Installs and/or repair meters, streets, drainage systems, and sewer systems at frequent intervals to insure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.

Determines the locations of gas, telephone, power, television, water, and sewer lines from the appropriate sources prior to excavation.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where service will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, unloading, and hauling of various equipment, gravel, and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects of needed repairs to supervisor; cleans equipment.

Operates light and medium-sized construction and power equipment, such as mechanized broom, or backhoe/loader. Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance project as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying, and backfilling.



Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe gates and fittings on repair of mains and services and installation of services.

Operates a variety of power construction and maintenance equipment used in water, sewer, and street department.

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

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a) High school graduate or equivalent; and,
- b) Three (3) years of experience relating to construction, maintenance, or repair; and/or,
- c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- a) Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities;
- b) Skill in operation of some of the listed tools and equipment.
- c) Ability to: perform heavy manual tasks for extended periods of time; work safely; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other departments, and the public; understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid state driver's license with CDL clearance.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street roller, manlift; tamper, saws, pumps, compressors, sanders, generators, common hand power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, boring machine, and trenching machine.

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 regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; 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.