



## VACANCY ANNOUNCEMENT

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| <b>Job Title:</b>    | Heavy Equipment Operator   |
| <b>Opening Date:</b> | January 12, 2024   |
| <b>Closing Date:</b> | Open until filled (first review of applications January 29, 2024). |
| <b>Salary:</b>       | \$ 20.52 \$26.67/hourly (depending on experience)                  |
| <b>Job Type:</b>     | Full-time with benefits  |
| <b>Department:</b>   | Public Works/Streets Division                                      |

### SUMMARY

Operate a variety of medium and heavy-duty equipment and trucks utilized in construction, maintenance, and repair activities of the Streets Division; monitor workflow, review and correct work, and direct work at job sites.

**Duties include but are not limited to:**

- Operate construction, excavation, hauling, and maintenance equipment including backhoes, front-end loaders, bulldozers, excavators, or grade tractors.
- Operate trucks of various sizes and weights in order to load, haul, and unload various equipment and materials at a work site or the public works facility.
- Assist in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, and backfilling.
- Prepare base roadway by mixing lime into road base with travel mixer, tractor, water truck, and sheep foot roller.
- Perform routine inspection and preventative maintenance, daily cleaning and washing of, service to, and repairs on assigned equipment; report major mechanical problems to supervisor.

**Education:** high school diploma or equivalent.

**Experience:** One (1) year of experience operating medium and heavy-duty equipment and heavy trucks utilized in construction, maintenance, and repair activities related to streets.

**License or Certificate:** Possession of a valid Oklahoma CDL on the first day of employment is REQUIRED.

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**ALL APPLICANTS MUST COMPLETE AND SUBMIT AN APPLICATION TO BE CONSIDERED**

Application and additional information at: <https://www.cityofmoore.com/departments/jobs>

**City of Moore is an Equal Opportunity Employer**

# CITY OF MOORE

## Job Description

### Heavy Equipment Operator

**Job Code:** 7244  
**Exempt:** No  
**Department:** Public Works/Streets  
**Reports To:** Public Works Superintendent (Streets)  
**Location:** Public Works Facility  
**Date Approved:** September 6, 2022

#### GENERAL DESCRIPTION OF POSITION

To operate a variety of medium and heavy-duty equipment and heavy trucks utilized in construction, maintenance, and repair activities of the Streets division; monitor workflow, review, and correct work, and direct work at job sites.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operate construction, excavation, hauling, and maintenance equipment including backhoes, front-end loaders, bulldozers, excavators, or grade tractors used in the activities of the Streets division of the Public Works Department. This duty is performed daily, about 55% of the time.
2. Respond to emergency situations when notified and participates in emergency operations schedule changes when required. This duty is performed as needed, about 5% of the time.
3. Operate trucks of various sizes and weights in order to load, haul, and unload various equipment and materials at a work site or the public works facility. This duty is performed daily, about 10% of the time.
4. Assist in construction and maintenance projects as part of a crew, including pavement cutting, ditch-digging, and backfilling. This duty is performed as needed, about 5% of the time.
5. Assist in training other division employees. This duty is performed as needed, about 2% of the time.
6. Prepare base roadway by mixing lime into road base with travel mixer, tractor, water truck, and sheep foot roller. This duty is performed daily, about 10% of the time.
7. Perform routine inspection and preventative maintenance, daily cleaning and washing of, service to, and repairs on assigned equipment; report major mechanical problems to supervisor. Ensure proper maintenance of equipment and tools. This duty is performed daily, about 5% of the time.
8. Assist in cleaning the Sanitation Building and yard. This duty is performed daily, about 5% of the time.
9. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows

safety rules and safe work practices; uses safety equipment as required. This duty is performed daily, about 5% of the time.

10. Good attendance is required.

11. Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to the supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations that permit frequent opportunities for decision-making of minor importance and also frequent opportunities for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Close mental demand. Operations require close and continuous attention for control of operations. Operations require intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

## **SUPERVISORY RESPONSIBILITIES**

No supervision, but may act as project lead occasionally.

## **RESPONSIBILITY FOR FUNDS, PROPERTY, and EQUIPMENT**

Occasionally responsible for the organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Generally controlled. General processes are covered by established policies and standards with supervisory oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on duties/responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitate decision-making by others.

## **PUBLIC CONTACT**

Occasional contacts with patrons on routine matters.

## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in the normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

## **USE OF MACHINES, EQUIPMENT, AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside working environment, wherein there are extremely disagreeable working conditions most of the time.

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, vibration; frequently exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions; and occasionally exposed to work in high, precarious places. The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Highly repetitive, highly physical. Highly repetitive type of work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; frequently required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl; and occasionally required to sit. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 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.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Extensive knowledge of heavy machinery operation and capabilities
- Knowledge of road mixture consistency, proper moisture content for compaction, and proper oil use for specific projects
- Knowledge of operation of road preparation including removal of old surfaces and base material
- Knowledge of operation and maintenance of trucks of various sizes and weights
- Practices, methods, and materials used in street work
- Safe work practices and procedures

Ability to:

- Operate a survey level and laser level during construction projects
- Operate a variety of power construction and maintenance equipment used in the streets and drainage divisions
- Use locating equipment to determine the location of buried utilities
- Learn the geography and street system of the City
- Perform heavy lifting
- Perform maintenance on assigned equipment in an efficient, safe manner
- Endure exposure to extreme weather conditions
- Understand and carry out oral and written directions

- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, and utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time and operating assigned equipment

### **Experience and Education**

Any combination of experience, training, and education that would likely provide the required knowledge and abilities is qualifying.

**Experience:** One year of experience operating medium and heavy-duty equipment and heavy trucks utilized in construction, maintenance, and repair activities related to streets.

**Education:** High school diploma or equivalent

**License or Certificate:** Possession of a valid Oklahoma CDL driver's license on the first day of employment

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Involves moderate risks and discomforts such as high level of vehicular vibration; dirt, dust and grease; moving parts and objects; and irritant odors and chemicals. May require working in inclement weather. Special safety precautions are required and protective clothing may be required

#### **Physical Conditions:**

Essential and other important duties require maintaining physical condition necessary for moderate and heavy lifting; bending; the use of fingers, both hands, and both arms; the use of both legs; walking, standing, or sitting for prolonged periods of time; the ability to operate motorized equipment and/or assigned vehicles; adequate speech, hearing, and eyesight required; carry, push, pull, drag or hold moderate to heavy weight objects; visual acuity and ability to distinguish color. Must be able to perform attached essential job functions.

Employee will be exposed to some hazards or physical risks, which require following basic safety precautions to avoid or reduce risk.

Employee will be almost constantly exposed to unusual elements, such as extreme temperatures, toxic chemicals, biohazardous materials, dirt, dust, fumes, smoke, and/or loud noises.

Employee will perform strenuous physical work, including heavy lifting, pushing, or pulling of objects over 50 pounds.

Employee loads and/or helps load and unload trucks that require vertically lifting 50 to 75 pounds.

Must be able to work in all types of weather, including extremely hot and extremely cold temperatures.