

NOTICE OF VACANCY
August 17, 2020

POSITION: Medium Equipment Operator
DEPARTMENT: Public Works – Water Division
SALARY: \$19.74 - \$24.06 hourly
HOURS: Monday – Friday 7:00 am to 3:00 pm

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

- Drives and operates assigned motor equipment in accordance with all applicable regulations and safety practices; Performs skilled laboring and related work incidental to assigned task; performs laborers duties when not performing operator duties.
- Responsible to make sure that all safety practices and measures, including but not limited to, work zone safety, confined space entry and excavation safety are adhered to and that personal protective clothing and equipment are utilized.
- Operates motor equipment in a professional and competent manner and with care taken to perform the work safely and with efficiency.
- Performs semi-skilled tasks involving, but not limited to; installation, maintenance, repair and replacement of pipe, water hydrants, valves, mains, services and other appurtenances that are part of the water and wastewater system. The incumbent is responsible for carrying out various other assignments essential to the Water and Wastewater Division and shall have a thorough knowledge of the principles and practices of water system and/or wastewater system related maintenance and experience working with, installing and repairing asphalt and the fabrication of wastewater structures.
- Due to the importance of emergency response during winter weather events, vacations are limited during this time.

SUPERVISION RECEIVED:

Works under the general direction of a Water or Wastewater Supervisor, or their designee.

SUPERVISION EXERCISED:

May be intermittently responsible for the conduct of helpers as necessary.

DUTIES AND RESPONSIBILITIES:

- Operate equipment including, but not limited to; front end loaders, backhoes, compacting equipment, gate and valve exercising equipment, wastewater cleaning equipment, skid steer loaders, camera inspection vehicles, snow-fighters or any other similar used in the industry for water or wastewater related work.
- Assists in the installation and repair of pipe, mains, services, valves, gates, hydrants and other appurtenances in a skilled manner. Makes emergency repairs and takes necessary steps to restore water and wastewater service as quickly and efficiently as possible.
- Ability to read basic sketches and diagrams of the water or wastewater system to locate operate, repair or maintain utilities and controls.

- In the case of breaks or failures assists in determining cause, locating problem area; shutting off service. Make emergency or permanent repairs for the resumption of service using whatever methods, tools and procedures are necessary to complete the task in a safe, proper and proficient manner.
- Performs daily vehicle condition inspections and reports as required by law or by Department policy.
- Performs minor maintenance functions on assigned equipment such as checking and maintaining air pressures, fluid levels; lubrication of mechanical joints by applying necessary greases, routine cleaning of vehicle exterior and interior; etc.
- Maintains work area(s) in a clean and orderly manner.
- Performs general labor duties incidental to assigned duties. May be assigned as a laborer when not assigned to equipment operation; performs related work as assigned.
- Prepares electronic work orders documenting daily tasks performed.
- Performs miscellaneous maintenance, repair and landscaping tasks on municipal buildings and on city owned properties.
- Performs required cross-departmental Public Works tasks such as snow plowing, snow removal, standby and emergency duties, highway and solid waste tasks and other essential functions as may be required.
- Establish and maintain effective working relationships with supervisors, co-workers and the general public.
- Performs other related duties that may be required.

QUALIFICATIONS AND ENTRANCE REQUIREMENTS:

WORKING KNOWLEDGE OF THE FOLLOWING:

- Principles and practices pertaining to the correct, proficient and safe operation of equipment and assigned vehicles.
- Applicable State, Municipal and Department rules and regulations pertaining to safe operation of assigned motor equipment.
- Rules, regulations and applicable laws relative to job related safety.

THE ABILITY TO:

- Recognize conditions requiring maintenance and repair, perform these repairs as necessary.
- Operate equipment with a high degree of skill and efficiency.
- Work alone without close supervision.
- Work in difficult positions when necessary.
- Work scheduled and unscheduled overtime as may be required.
- Meet physical requirement necessary to perform duties as evidenced by a medical examination.
- Comply with all Federal, State, City and Department policies and procedures.
- Exercise sound judgment consistently.
- Frequently lift, move push, pull and/or carry up to 45 lbs.
- Occasionally lift, move, push, pull and/or carry up to 100 lbs.
- Balance, stoop, bend and crouch; reach and handle tools with both hands.
- Perform sustained and vigorous activities in a variety of environments, temperatures, and weather conditions.
- Physically able to enter manholes, trenches, sewer lift stations and water and sewer pump stations.

ENTRANCE REQUIREMENTS:

- Graduation from a standard high school, vocational school course or GED.
- Two years of qualified experience in the construction industry or motor equipment operator, or equivalent.

- Considerable experience and training in the operation of all types of assigned motor equipment utilized by the City.
- Must possess a valid Commonwealth of Massachusetts Class B license with air brake endorsement and a good driving record.
- Possession of a 2B Massachusetts Department of Public Safety Hoisting Engineers License.
- Good physical condition as evidenced by a physical examination.

PERFORMANCE EVALUATIONS:

- Performance evaluations shall be performed annually by the Division Director or his/her designee. These evaluations shall be used to establish goals and objectives, measure progress and accountability, and to identify areas where an employee's performance may require improvement.
- A good performance evaluation shall be the minimum requirement in order to achieve an annual step increase in wage.

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