



City of Oregon

Job Description – Heavy Equipment Operator

Department – Public Works – Street Division

General Description: Heavy Equipment Operator

Job Description:

General Statement of Duties:

Maintain grounds, structures, and equipment of the public and city property.

Supervision Received:

Works under the direction of the Superintendent of Streets.

Supervision Exercised:

This position does not include direct supervision of other employees. The position will provide guidance to summer laborer employees, and or community service workers when required.

Essential Duties and Functions:

- Follow and promote Policy & Procedures of the City of Oregon.
- Perform duties as required by the Street Superintendent
- Pothole patching and sectional asphalt and other repairs to streets
- Monthly brush pick-up
- Prune shrubs and trees to shape and improve growth or remove damaged branches
- Spray weeds in right of way and other city properties
- Street sweeping
- Cleaning/repair of storm catch basins
- Weekly refuse pick-up in downtown area
- Maintaining paint striping on streets and public parking areas
- Plow snow from streets, alleys, and other public property
- Spread salt on streets, alleys, and public parking areas to prevent ice build up
- Plant grass and trees in the right of ways
- Repair fences, gates, and outbuildings
- Painting
- Remove/replace sidewalks
- Must be available for emergency call out and after hour snow removal
- Performs other related duties as assigned.

Recruitment Requirements

Experience & Training:

High school diploma or general education degree (GED); or six to twelve months related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Can read and comprehend simple instructions, short correspondence, and memos. Also have the ability write simple correspondence.
- Be able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the City of Oregon.
- Can add and subtract two-digit numbers and the ability to multiply and divide with tens and one-hundreds; be able to perform these operations using units of American money and weight and measurement, volume, and distance.
- Can apply common sense understanding to carry out detailed but uninvolved written or oral instructions. The ability to deal with problems involving a few concrete valuables in standardized situations.

Necessary Special Qualifications:

Must possess, a valid Illinois Driver's License and a Class B CDL license, the necessary pesticide and/or herbicide application certificate, and any health-related immunizations required by law, or ability to acquire within in six months of hire.

Working Conditions:

This position works both in an office environment and within and throughout the boundaries of the City. While performing essential duties of the job, works in an environment under constant deadlines, and may be exposed to dust, dirt, environmental odors, as well as around office and specialized law enforcement equipment. The noise level in the work environment will usually be normal for office settings and may occasionally be moderate to loud. While performing the duties of this job, the employee often performs duties in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. Exposure to difficult circumstances, including more limited exposure to dangerous situations and hazardous materials.

Tools and Equipment Used:

Public works radio, construction tools, heavy equipment, fleet vehicles, first aid equipment, personal computer including word processing software, spreadsheets, and other relevant technology.

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 stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to fifty pounds. Any weight over fifty pounds requires assistance to move. Specific vision abilities required by this job include close vision, distant 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 that an employee will encounter 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 will be regularly exposed to outside weather conditions. The employee will be frequently exposed to moving mechanical parts, fumes, or airborne particles, and toxic or caustic chemicals. The employee will be occasionally exposed to wet and/or humid conditions; high; precarious places; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment can be loud.

Hazards:

Conditions present stress and some potential threat to personal safety during times in the field; may be exposed to toxic materials, and other infectious environments; must deal with unsafe building or physical infrastructure sites; may be required to extend work schedule during emergency situations. The employee is occasionally exposed to adverse weather conditions including extreme heat, cold, wetness and humidity; and to other unpleasant conditions such as odors, noise, vibrations, and heavy machinery.

The above statements are intended to describe the general nature and level of work being performed by the persons(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required to do this job. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

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