

**CITY OF GLENDORA  
EQUIPMENT OPERATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under limited supervision, operates light and medium duty construction and maintenance equipment including excavating, grading, trenching, loading and related operations according to required standards; performs semi-skilled and skilled maintenance tasks; performs related duties as required.

**CLASS CHARACTERISTICS**

This is a specialized class and incumbents are required to operate a variety of light and medium duty equipment in the construction and maintenance of streets and water systems and facilities. Incumbents train the less experienced staff on equipment operation and maintenance/construction tasks and lead the work of a crew as assigned.

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Operates construction equipment such as dump truck, backhoe, roller, bulldozer, scraper, grader, street sweeper, crane and front-end loader for a variety of construction and maintenance operations involving streets, sidewalks, street trees, curbs, gutters, water lines, reservoirs and appurtenances; excavates around electric and gas lines; repairs damaged sewer lines as needed . (a b c d e g h i k l m n)
2. May assist in directing the work of employees operating equipment on a training basis; leads the work of a crew as required. (a f j l n)
3. Identifies equipment and materials needed for assigned projects; maintains records of work completed, materials and equipment used on projects; performs minor repairs on equipment and reports need for major repairs. (b j k l m n)
4. Performs construction and maintenance tasks such as concrete work, truck driving, asphalt rolling, and a variety of maintenance and repair activities. (c d e g h j k l m n)
5. Assists in locating utility lines and appurtenances. (b e k l m n)
6. Responds to emergency situations; on a periodic basis, carries pager for emergency call outs; may perform stand-by watch. (a b c d e g h i j k l m n)

### REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Operate a variety of light to medium duty construction equipment, including dump trucks, backhoes, rollers, bulldozers, scrapers, graders, street sweepers, cranes, and front-end loaders.
- b. Keep accurate records.
- c. Perform skilled maintenance, construction and repair work.
- d. Use hand tools and power tools safely.
- e. Read and interpret maps and blueprints.
- f. Assist in training personnel on unit activities, procedures and regulations.
- g. Lift 90 pounds on a regular basis.
- h. Perform heavy manual work.
- i. Respond to emergency and problem situations in an effective manner.
- j. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- k. Understand, explain and apply policies and procedures.
- l. Work safely.
- m. Understand and follow verbal and written directions.
- n. Work independently.

### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

### QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Graduation from high school or equivalent and three years of experience in the operation of construction equipment.

Knowledge and Skill Levels

Considerable knowledge of equipment operation, techniques, and methods used in the construction and maintenance streets and water systems; safe work practices; uses and purposes of general construction tools and heavy equipment; traffic laws, ordinances and rules involved in truck and construction equipment operation. Skill in operating equipment used in work performed; reading and interpreting blueprints, work sketches and specialized maps; performing journey level skilled tasks in the construction and maintenance of public works facilities.

Special Requirements

Possession of or ability to obtain during probationary period a Class B California driver's license and a satisfactory driving record.

When assigned to water system, possession of a State of California, Department of Health Services, Grade I Water Distribution Operator certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein 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 job functions.*

Environment: Work is performed in an outdoor environment, with travel from site to site, some exposure to noise, dust, grease, smoke, fumes, gases, vehicle traffic, and inclement weather conditions, heavy construction equipment, confined spaces, working and/or walking on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.