

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

EQUIPMENT OPERATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to operate small to medium equipment, drive large trucks/vehicles, and perform manual work associated with road surface construction, road maintenance, or other activities within an assigned department of the County. Duties and responsibilities include operating or driving small to medium equipment and larger vehicles, maintaining equipment and vehicles, hauling or transporting materials, performing road surface construction and maintenance tasks, or performing other tasks as assigned. Assignment to Highway Department reports to Foreman.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Operates various medium/light equipment, vehicles, machinery and tools, which includes a dump truck, fuel truck, tractor, lowboy trailer, bush hog, mower, weed eater, snow plow, air wrench, tire hammer, tire tools, chain saw, torches, generator, pick ax, post hole digger, shovel, rake, backhoe, mechanic tools, or carpentry tools.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Hauls, transports, loads, and unloads various equipment or other materials such as various asphalt materials, rock, and dirt used in projects or at work sites; monitors status of materials under transport and retrieves any fallen debris/materials.

Performs various tasks associated with road surface construction, road maintenance, or other projects, such as paving roads, rolling/packing pavement, grading roads/surfaces, patching and repairing roads, applying asphalt to road surfaces, pushing/loading road earth/rock, repairing driveway entrances, shoveling rock/dirt, spreading road mix and asphalt materials, testing quality of road mix, looping road mix, spreading salt, spreading ground materials, digging holes/trenches, or shoveling materials.

Assists in performing various tasks associated with grounds maintenance or roadside maintenance, such as mowing grass/weeds, edging landscaped areas, cutting down and removing trees/shrubs, cutting tree limbs, trimming shrubs and hedges, removing debris from ditches and right-of-ways, picking up debris/litter, or bridge and guardrail maintenance.

Performs general maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Communicates via two-way radio and/or telephone; responds to dispatch requests; provides information.

Responds to routine requests for information from officials, employees, members of the staff, the public, or other individuals.

Communicates with supervisor, employees, other departments, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

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Receives various forms, reports, correspondence, work orders, time cards, policies, procedures, maps, manuals, or other documentation; reviews, prepares/completes, processes, forwards, or retains as appropriate.

Performs manual work tasks associated with various department projects, which may include repairing fences and mailboxes, placing/retrieving signage, loading/unloading trucks, lifting/moving heavy materials, or flagging traffic.

ADDITIONAL FUNCTIONS

In emergency situations (i.e. floods, tornadoes, etc.), performs duties as needed, including but not limited to placing signage and clearing debris from the roadways.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in medium equipment operation and truck driving; supplemented by 6 months previous experience and/or training involving medium equipment operation, truck driving, and maintenance work in area of assignment (such as road surface construction, road maintenance, or solid waste disposal); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license with appropriate endorsement(s). Assignment to driving dump trucks may require a Commercial Drivers License (CDL) with appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 75 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: From start to finish

Surface: Smooth to extreme

Estimated Total Hours: 5 **Maximum Continuous Time:** 20 minutes

2. SITTING

Tasks: Driving

Estimated Total Hours: 5 **Maximum Continuous Time:** 60 minutes

3. LIFTING/CARRYING

| Weight | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs | X | | | | |
| 11-25 lbs | X | | | | |
| 26-50 lbs | | | X | | |
| 51-75 lbs | | | | X | |
| 76-100 lbs | | | | | X |
| >100 lbs | | | | | X |

4. PUSHING/PULLING

Objects: Adjusting leads, opening and closing containers, debris removal

Height of hands above floor during push: 5-6 feet

5. CLIMBING

Tasks: In and out of equipment and on containers

Device: Containers and equipment

Height: 4-6 feet

Frequency: 23 times per load and average 6 loads per day (max 138 times per day)

6. BENDING/SQUATTING/KNEELING

Tasks: Hauling loads

Frequency: Hourly

7. REACHING

Hands Used: RIGHT LEFT BOTH X

| Distance | Direction | Frequency | Duration | Avg. Weight |
|----------|-----------|-----------|------------|-------------|
| 0-20" | Both | Hourly | 55 minutes | 25 lbs |
| 21-36" | Both | Hourly | 5 minutes | 20 lbs |

8. WORK CONDITIONS

| Exposure to | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures | X | |
| Cold Temperatures | X | |
| Sudden Changes in Temperature | X | |
| Noise | X | |
| Fumes | X | |
| Cramped Quarters | X | |
| Cold Surfaces | X | |
| Hot Surfaces | X | |
| Sharp Edges | X | |
| Vibration | X | |
| Fluorescent Lighting | X | |
| Computer Monitor Screen Glare | | X |

| | |
|-----------------|--------------|
| Inside Building | 10 % of time |
| Outside | 90 % of time |

9. OTHER JOB DEMANDS

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling | | X |
| Jumping | | X |
| Lying on Back | | X |
| Lying on Stomach | | X |
| Twisting | X | |
| Sweeping/Mopping | X | |
| General Cleaning | X | |
| Handling Trash | X | |

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Included but not limited to various medium/light equipment, vehicles, machinery and tools, such as a dump truck, fuel truck, tractor, lowboy trailer, bush hog, mower, weed eater, snow plow, air wrench, tire hammer, tire tools, chain saw, torches, generator, pick ax, post hole digger, shovel, rake, backhoe, mechanic tools, carpentry tools, various asphalt materials, rock, and dirt.

11. HAND USE

| Type of Use | Yes | No | Frequency |
|--|-----|----|-----------|
| Keystrokes | | X | |
| Grasp | X | | Hourly |
| Fine Motor (i.e. writing, twisting hands or wrist, etc.) | X | | Hourly |

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date