



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
EQUIPMENT OPERATOR
(SPECIAL ACTIVITIES BRANCH)
PARKS, RECREATION AND TOURISM

Human Resources Department
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for operating a variety of motorized equipment in support of landscaping, hardscaping, and athletic field maintenance throughout all City athletic fields. Reports to a Crew Supervisor B.

There are two (2) levels of Equipment Operator distinguished by the class of equipment primarily operated, as defined by the Virginia Department of Transportation, and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Operates equipment such as turf mowing equipment, tractors with attached mowers, riding and push mowers, hydroseeder, dump trucks, pickup trucks, and backhoes to complete assigned projects such as mowing operations, debris removal or small construction work. Performs a variety of heavy manual labor such as preparing athletic fields to include lining and dragging, cutting and clearing vegetation and debris, emptying trash receptacles, landscaping, tree trimming, clearing debris, and painting equipment such as bleachers, backstops, and concessions buildings.

Ensures the safety of City equipment, private property, and others by following proper safety procedures, watching for overhead utility lines, and checking for traffic and underground utilities; sets out traffic cones and signs according the Manual of Uniform Traffic Control Devices (MUTCD); flags traffic as needed.

Performs routine checks and preventive maintenance on equipment; identifies and reports equipment malfunctions; cleans equipment as needed. Assists with skilled work at athletic fields such as carpentry and mechanical work.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Customer Service - Basic knowledge of principles and processes for providing customer service.
- Equipment Operation - Knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.

- Safety - Knowledge of occupational hazards, safety precautions and safety regulations related to recreational activities and other work related precautions. Knowledge of traffic laws and regulations governing the operation of assigned equipment.

REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries and disputes.
- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- Communication - Thorough ability to effectively communicate ideas. Ability to listen and understand directions, information and ideas presented verbally and in writing.

EDUCATION AND EXPERIENCE

Equipment Operator A - Requires 1 year of work experience in the operation of Class I equipment.

Equipment Operator B - Requires 2 years of work experience in the operation of Class I and Class II equipment.

Graduation from a recognized motor equipment operator apprenticeship program may substitute for up to one year of experience.

ADDITIONAL REQUIREMENTS

An acceptable background investigation to include a sex offender registry check.

Must obtain a Commercial Driver's License (CDL) permit prior to employment and complete the practical portion of the CDL test within 60 days of employment.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, toxic agents, animals/wildlife, water hazards, disease, or pathogenic substances