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| **TOWN OF MILFORD - JOB DESCRIPTION** | | | | | |
| **JOB TITLE:** | Equipment Operator / Truck Driver | | GRADE LEVEL: | | 15 |
| **CLASSIFICATION:** | Non-Exempt | | DEPT: | | DPW |
| **CREATED:** | 11.2003 | | REV: | 10.11.2021; 1.25.18; 8.24.16; 6.24.14 | |
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| **Job Description:** | | Operates heavy equipment as in dump trucks, loaders, roll offs backhoes and other moderately complex equipment involving the construction, repairing, cleaning and maintenance to the Transfer Station facility. On occasion may be utilized to assist with maintenance of town streets, sidewalks, water, drain and sewer systems, cemeteries and parks. | | | |
| **Accountability:** | | Reports directly to the Transfer Station Supervisor, Highway Manage or Department Head | | | |
| **Equipment Used:** | | Loader, grader, backhoe, excavator, dozer, pick-up trucks, dump trucks, spreaders, riding mowers, tractors, tractor mower, motor driven sweepers, hand and power tools and other construction maintenance or related equipment. | | | |
| **Environment:** | | **Inside:**  10 %  **Outside:**  90 % | | | |
| **Duties and Responsibilities:** | | | | | |
| **Note:** Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.   1. Operates dump trucks, backhoes, loaders and other moderately complex construction and maintenance equipment in connection with the transportation of tools, equipment and/or supplies associated a municipal Transfer Station maintenance, repair, and construction. 2. Operates other equipment, vehicles or performs manual tasks as needed or assigned. 3. Performs plowing and snow removal from Transfer Station access roads and walkways during winter months; applies salt and/or sand to Transfer Station access roads to maintain public safety. 4. Assists with traffic control and other operators in maneuvering equipment. 5. May assist with Transfer Station road maintenance to include activities as shoveling, raking, hauling, mixing, digging, sweeping and picking up materials and debris. 6. Fabricates, erects and repairs Transfer Station signs and posts; 7. Paints various lines and other markings such as stop bars, crosswalk boundaries, handicap symbols, parking spaces, etc. including maintenance of painting equipment. 8. Performs regular maintenance on equipment such as checking fluid levels, tire pressures, belts and other related inspections for safe operations; repairs problems and or advises supervisor / mechanics that repairs are needed. 9. Participates in the maintenance of the Transfer Station to include: grounds maintenance work such as trash removal, mowing, trimming, weeding, irrigation, raking, etc. 10. Maintain familiarity with town’s safety policy and executes safe work procedures associated with assigned work. 11. May need to be available in emergency situations to assist as needed. Overtime is required of all positions within this class specification 12. Completes required reports, forms and records associated with assignments. 13. When necessary will assist in the following:     1. Town road and utility maintenance, repair and construction     2. Snow removal, plowing , salting and/or sanding of roadways and/or sidewalks     3. Performing road and right of way repairs including the constructin of catch basins and manholes; installation of drainage systems and drain lines of concrete, plastic and metals which may include activities such as shoveling, raking, hauling, mixing, digging, sweeping and picking up materials and debris.     4. Fabrication, erection, maintenance and repair of street and traffic signs and posts; barricades for emergencies, parades and other special events.     5. Maintain/repair parks and cemetery properties including grounds maintenance work such as trash removal, mowing, trimming, weeding, irrigation, raking, etc.     6. Emergency situations to assist as needed 14. Performs other related duties as assigned. | | | | | |

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| **Physical Activity Requirements:**  Frequently, Occasionally, Seldom, Rarely or Not Required | | | | | | | | | | | | | | | |
| **PRIMARY PHYSICAL REQUIREMENTS** | | **F** | **O** | **S** | **R** | **NR** |  | **OTHER PHYSICAL CONSIDERATIONS** | | **F** | **O** | | **S** | **R** | **NR** |
| LIFT up to 10 lbs.: | | X |  |  |  |  |  | Twisting | | X |  | |  |  |  |
| LIFT 11 to 25 lbs.: | | X |  |  |  |  |  | Bending: | | X |  | |  |  |  |
| LIFT 26 to 50 lbs.: | |  | X |  |  |  |  | Crawling: | |  |  | | X |  |  |
| LIFT over 50 lbs.: | |  | X |  |  |  |  | Squatting: | |  | X | |  |  |  |
| CARRY up to 10 lbs.: | | X |  |  |  |  |  | Kneeling: | |  | X | |  |  |  |
| CARRY 11 to 25 lbs.: | | X |  |  |  |  |  | Crouching: | |  | X | |  |  |  |
| CARRY 26 to 50 lbs.: | |  | X |  |  |  |  | Climbing: | |  | X | |  |  |  |
| CARRY over 50 lbs.: | |  | X |  |  |  |  | Balancing: | |  |  | | X |  |  |
| REACH above shoulder height: | | X |  |  |  |  |  | **WORK SURFACE(S)** | | | | | | | |
| REACH at shoulder height: | | X |  |  |  |  |  | Standard office desk and chair. Concrete and tile floors, Asphalt and gravel surfaces, uneven terrain , snow / ice, stairs, aluminum grating, steel catwalks, etc. | | | | | | | |
| REACH below shoulder Height: | | X |  |  |  |  |  |
| PUSH/PULL: | | X |  |  |  |  |  |
| **HAND MANIPULATION** | | **F** | **O** | **S** | **R** | **NR** |  |
| Grasping: | | X |  |  |  |  |  | **DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:** | | | | | | | |
| Handling: | | X |  |  |  |  |  |  | **Consecutive Hours**  1 2 3 4 5 6 7 8 | | | **Total Hours**  1 2 3 4 5 6 7 8 | | | |
| Torquing: | |  | X |  |  |  |  | Sit | **1-2** | | | **2-3** | | | |
| Fingering: | | X |  |  |  |  |  | Stand | **1-2** | | | **2-3** | | | |
| Controls and Equipment: REQUIRED | | X |  |  |  |  |  | Walk | **1-2** | | | **2-3** | | | |
| CONTROLS: Work is performed inside and out of doors in an environment which includes exposure to physical elements and/or to a number of disagreeable working conditions. The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual(s) with disabilities to perform the essential functions of the position. | | | | | | | | | | | | | | | |
| **Cognitive and Sensory Requirements:** | | | | | | | | | | | | | | | |
| Talking: | Necessary for communicating with others. | | | | | | | | | | | | | | |
| Hearing: | Necessary for receiving information and instructions. | | | | | | | | | | | | | | |
| Sight: | Necessary to perform job effectively. | | | | | | | | | | | | | | |
| Tasting & Smelling: | Necessary for detecting fumes and gases. | | | | | | | | | | | | | | |
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| **Specific Vocational Preparation Requirement(s):** | | | | | | | | | | | | | | | |

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|  | Short demonstration only |  | Any “beyond short” demonstration up to and including 30 days. |  | 30-90 da |
|  | 91-180 days |  | 181 days to 1 year |  | 1 to 2 years |
| **X** | 2 to 4 years |  | 4 to 10 years |  | Over 10 years |

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| **Required:** | * Ability to operate heavy equipment fluently, efficiently and competently. * Ability to understand and follow oral and written instructions. * Ability to act as Lead while on job sites. | |
| **Experience** | * Three years’ of progressive experience in the operation of heavy equipment in conjunction with relative experience in site work, excavation and drainage; OR any combination of education and experience which demonstrates possession of the required knowledge, skill, and ability. | |
| **Supervisory experience:** | * When assignment dictates, provides general supervision to unskilled and semi-skilled workers. | |
| **Licensure/Certification Requirements:** | * Possession of a valid NH **Class B CDL** license, **REQUIRED.** * Possession of a valid NH CDL-A preferred. | |
| **Other Training, and/or related Skills** | * High school diploma or equivalent required, plus any combination of secondary education and experience which demonstrates the candidate’s required knowledge, skills and ability to perform job functions. * Minimum of 2 years of winter / summer municipal road maintenance; OR any combination of education and experience which demonstrates possession of the required knowledge, skill and ability. | |
| **Summary of Occupational Exposures:** | | |
| **Summary of Occupational Exposures:** | May be exposed to fuels, lubricants, fluids, fertilizers, herbicides and pesticides, long periods of sunlight, poisonous plants, insects, and bees. | |
| **Other Considerations and Requirements:** | | |
| **Other Considerations and Requirements:**   1. Requires independent and competent judgment in the operation of equipment. 2. Work is reviewed to assure that desired results are obtained and the appropriate care and safety is exercised in equipment operations. 3. Performs various labor tasks of an unskilled or semi-skilled nature that are essential to the operations of the highway and utility departments when assigned. 4. Ability to perform strenuous physical labor for extended periods under varying and adverse weather conditions. 5. Ability to understand and follow oral and written instructions. 6. Ability to effectively and accurately communicate both orally and written. 7. Specific vision abilities are required by this job to include: distance, ability to discriminate between colors and adjustment to focus. 8. Scope of work requires the use of personal protective equipment; gloves, hard hat, safety glasses, masks, etc. 9. Ability to be available 24 hours per day to meet emergency situations. 10. Ensure compliance with town’s safety policies and executes safe work procedures associated with assigned work. 11. Maintain good working relationships with all town departments. 12. This position requires that the employee treat the citizens of the Town and members of the staff with respect and courtesy. 13. This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. | | |
| **I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.** | | |
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| **Signature** | | **Date** |

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| This job description was reviewed and approved by Dept Manager and HR on |  |