



1101 Broad Street
Milliken, CO 80543
Weld County

Town of Milliken

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<http://www.millikenco.gov>

EQUIPMENT OPERATOR I

FLSA STATUS: Non-Exempt

DEPARTMENT: Public Works Department

REPORTS TO: Public Works Director and Public Works Superintendent

APPROVED DATE: 2017

POSITION SUMMARY AND DEFINITION:

As an entry or training level position, operates a variety of light to heavy equipment in the performance of semi-skilled and manual labor tasks in the maintenance and repair of town streets, sidewalks, alleys, curbs, gutters, storm drains, and parking lots, parks, open space, snow and ice removal.

This is the entry level for the Equipment Operator series. Assignment to this level requires previous experience in general construction or trades industry and requires equipment operation experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Milliken retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Supervises Seasonal Employees
- Operate a variety of light to heavy equipment such as single and tandem axle trucks, jet/vactor trucks, anti-icing trucks, patch trucks, air compressors, skid steers, loaders, graders, sealers, backhoes, tractors, chippers, snow plows, street sweepers. Light power driven vehicles such as pickup trucks, vans, and autos and mowers, power and hand tools including jackhammers, concrete saws, drills, trowels, floats, rakes, shovels, and brooms.
- Perform semi-skilled work in a public works unit to include any combination of the following:
 - Perform concrete repair work; set concrete forms, prepare ground and pack surface, pour and finish concrete.
 - Perform construction, maintenance, and repair work of Town streets, sidewalks, alleys, parking lots, gutters, and storm drains including patching pot holes, grading, trenching, asphalt paving, crack sealing, and storm drainage gutter and grate cleaning.
 - Operate mowers and other lawn/turf maintenance equipment as needed to maintain right-of-ways, parks and open space.
 - Perform construction, maintenance, and repair work of Town parks, right-of-way and open spaces including mowing, irrigation systems, trees, play equipment, skatepark, and parks facilities.
 - Remove and haul dirt and other construction materials.
 - Load and unload trucks, attach trailers, mowers, and other tow able equipment.
 - Perform snow and ice removal; operate sanding and anti-ice trucks.
 - Operate street sweeper on assigned routes and as needed for special events.
 - Perform construction, maintenance, and repair work of Town water distribution and wastewater collection systems including pipelines, hydrants, manholes, valves, both emergency and non-emergency line breaks.
- Identify maintenance or repair needs on assigned equipment. Perform routine service on assigned vehicle including filling with gasoline, water and oil as well as checking brake systems and other safety devices.
- Maintain daily activity records and maintenance logs as required.

- Respond to public contacts in a courteous and professional manner.
- Perform work in a safe manner and comply with pertinent safety standards and procedures, traffic laws, and traffic control methods.
- Assist in the maintenance of Town buildings, structures and fixtures.
- Perform related duties as assigned and required.
- Will be placed on call for after-hours/emergency utility service.

CONTACTS:

Citizens: Contacts require the explanation of routine and easily understood information. May require the request for adherence to Town guidelines and rules without enforcement authority.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Practices, methods and materials used in the assigned public works unit.
- Safe working practices and procedures such as defensive driving, traffic control, correct body mechanics, and safe lifting techniques.
- Operation and maintenance requirements for a variety of light to heavy construction equipment.
- Traffic laws, ordinances, and safety rules applicable to truck and equipment operation.
- Operate and learn proficient operation of a variety of light to heavy equipment.
- Perform a variety of routine semi-skilled and general labor street/storm drainage /water distribution/wastewater collection system/parks/right of way/open space maintenance and construction tasks.
- Understand and follow/carry out verbal and written directions.
- Maintain accurate and legible activity records and logs.
- Work safely and promote safe working conditions.
- Work constructively and cooperatively with others encountered during the normal course of work.
- Perform basic math calculations.

MATERIAL AND EQUIPMENT USED:

Equipment used includes a variety of light to heavy equipment such as single/tandem axle trucks, jet/vector trucks, anti-icing trucks, patch trucks, air compressors, skid steers, loaders, graders, sealers, backhoes, tractors, chippers, snow plows, street sweepers. Light power driven vehicles such as pickup trucks, vans, and autos and power and hand tools including jackhammers, concrete saws, drills, trowels, floats, rakes, shovels, and brooms.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Work is typically performed in all types of outdoor environments, requiring frequent exposure to extreme heat, extreme cold, and wet weather conditions; frequent exposure to dry, dusty, and noisy, environments.
- Occasional exposure to concrete dust, hot asphalt, fumes, solvents, grease and oil may occur.
- Requires frequent heavy lifting/carrying (50 lbs. and over), pushing, pulling, reaching, climbing, crawling and twisting.
- Must be able to walk on uneven and or slippery surfaces, stand, bend, stoop and sit for extended periods of time.
- Work requires physical and visual capabilities to operate passenger vehicles, trucks, and motorized equipment.
- Must be able to use both hands and fingers and perform repetitive motions.
- Requires hearing, speaking, and correctable near and far vision.
- Must be able to work around machinery and moving vehicles in traffic environments.
- Must be able to read and write and understand directions.
- Overtime and flexible schedules may be required to fulfill organizational needs such as snow removal.

EXPERIENCE AND TRAINING:

- High school diploma or GED required.
- A minimum of six months experience in the field is required.

Special Qualifications:

- Possession of a Class "B" Colorado CDL.

- Possession of or ability to obtain a C-DOT Traffic Control Safety Certification within one year of employment.

The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.

This job description has been reviewed and approved:

Department Director

Date

Human Resources

Date

Town Administrator

Date

Employee

Date