

TOWN OF BOOTHBAY
Job Description

Position Title:	Equipment Operator & Laborer
Department:	Public Works Department
Reports To:	Public Works Supervisor
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Non-exempt
Last Revised/Approved:	January 2015

POSITION SUMMARY:

The Equipment Operator & Laborer is a skilled position consisting of equipment operation, manual labor and maintenance repair of various pieces of light and heavy motorized equipment used in road construction, road maintenance, snow removal and other generalized work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operates various pieces of equipment, including trucks, loader, grader, backhoe and/or other pieces of town or rental equipment.
2. Diagnoses and performs repairs on equipment as the situation warrants, including but not be limited to: electrical, hydraulic repairs, brakes and minor repair.
3. Performs regular preventative maintenance on vehicles, including but not limited to oil changes, filters, belt changes and lubrication as necessary.
4. Assists with preparation of trucks and other equipment for different seasonal jobs including repairing and maintaining sanders and snow plows.
5. Maintains general records on vehicle maintenance; prepares bills for work done to be allocated to appropriate departments.
6. Assists highway road crews and other departmental activities by driving equipment or performing manual labor tasks.
7. Participates in the seasonal plowing and sanding of Town streets and/or roads.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as directed.

GENERAL EXPECTATIONS:

1. Be committed to the mission of the Town of Boothbay and the Public Safety Program.
 2. Be reliable and trustworthy.
 3. Be well organized.
 4. Be punctual for scheduled work and use time efficiently.
 5. Be able to work harmoniously with co-workers and with the public.
 6. Perform duties in a conscientious and cooperative manner.
 7. Be neat and maintain a professional appearance.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the incumbent is regularly required to sit and to talk and to hear. He/she will be required to stand, walk and use hands and fingers to operate equipment, as well as bend, stoop, crawl, crouch, and climb. The incumbent must be able to operate all equipment used in the performance of the job responsibilities, as well as hand tools used to service and maintain that equipment. Must be able to lift and carry up to 75 lbs.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed inside and outside in all types of weather, including hot, humid, cold, snow and ice. Work may be performed in cramped spaces.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- A minimum of 2 years of experience with equipment operation and repair required.
- Experience in the operation of various pieces of construction or road equipment used in the Town.
- Skilled in use of tools and the operation of machines and equipment employed in truck/ automobile repair and maintenance.
- Excellent interpersonal and customer service skills.
- Good oral and written communications skills.

Education Requirements: The following education requirements are considered essential:

- High school diploma or equivalent required.
 - Thorough knowledge of general maintenance requirements of various pieces of light to heavy motorized equipment.
 - Knowledge of traffic laws, ordinances and rules involving the operation of automotive vehicles.
 - Required to have and maintain Class A or B Commercial Driver’s Licenses (CDL).
 - Must be insurable under the Town’s vehicle insurance coverage.
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** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date