

**CITY OF GRAND HAVEN  
JOB DESCRIPTION**

**EQUIPMENT OPERATOR I**

**Supervised By:** Crewleader and Division Superintendent

**FLSA:** Non-exempt

**Position Summary:**

Performs routine tasks and general construction and maintenance work on the city's full range of infrastructure depending on area assigned, including parks, grounds, cemetery, buildings and facilities, seasonal facilities, utilities, streets and motor pool.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs routine preventative maintenance and repairs according to established schedules on City infrastructure including parks, grounds, cemetery, buildings and facilities, seasonal facilities, utilities, streets and motor pool.
2. Documents results of preventative maintenance and other work in established logs and alerts supervisor to repair needs.
3. Performs a variety of general cleaning activities on equipment and buildings.
4. Performs routine maintenance and minor repairs including fueling, lubricating and cleaning machinery to ensure proper operation.
5. Removes snow from streets, sidewalks, parking lots and entrances using shovels, snow-blowers, tractors, trucks; spreads salt and/or sand to prevent slipping.
6. Scrapes, sands and otherwise prepares interior and exterior areas and items for painting and completes painting projects.
7. Installs City sewer lines and constructs manholes.
8. Removes damaged sidewalks and curbs; cut roots, forms, pours, and finishes concrete.
9. Prepares streets and parking lots for asphalt patching; performs necessary shoveling, racking and rolling.
10. Removes dead and diseased trees; remove dead wood and trims trees using hand and power equipment.
11. Performs all other related duties as assigned.

**Supplemental Job Functions:**

1. Repairs and maintains underground sprinkler systems.
2. Repairs and maintains sewage lift stations.
3. Cultivates, plants, waters, fertilizes, weeds, edges, and trims lawns and flower beds.
4. Operates large riding mowers, push mowers, tillers, riding sweepers, tree trimmers, and other light yard equipment when providing ground maintenance.
5. Operates heavy equipment for training purposes or emergency situations.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A high school diploma or GED is required.
- Two to three years on-the-job experience necessary in order to become familiar with equipment, learn preventative maintenance/installation procedures and to develop the skills necessary to assist in performing mechanical repairs/installation.
- State of Michigan Commercial Driver's License (CDL) with the appropriate endorsement(s) (currently tanker and air brake), a satisfactory driving record, and the ability to maintain one throughout employment.
- Knowledge of safe work practices.
- Skill in operating heavy and specialized construction equipment to a high degree of difficulty.
- Skill in reading grade stakes, blue prints, and specifications in order to perform required work.
- Mechanical aptitude and the ability to diagnose and solve mechanical, electrical and plumbing problems.
- Ability to read and write in order to understand equipment operating instructions and maintain logs and records of work performed related to routine maintenance, installation and repairs.
- Ability to concentrate and pay close attention to detail especially when performing safety sensitive tasks, completing preventative maintenance, making repairs, operating motor vehicles and mechanical equipment, and maintaining required logs.
- Ability to establish and maintain effective working relationships.

**Physical Requirements and Work Environment:**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the job.

An employee in this position spends the majority of their time actively engaged in public works maintenance projects. Duties typically involve moderate to heavy physical activity and exertion, including heavy lifting. An employee in this position is regularly assigned to work sites with treacherous terrain, fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with facilities and public works maintenance activities.

An employee in this position must have the strength, stamina and physical coordination required to participate in heavy physical labor as lifting extremely heavy items and walking for extended periods. Further, heavy physical labor is performed in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather. This position occasionally must work within the confined space of an excavated site or trench, and is required to have the vision capabilities and manual dexterity needed to operate all assigned vehicles and heavy equipment.