

**COUNTY OF MARLBORO
JOB POSITION DESCRIPTION**

JOB TITLE: Heavy Equipment Operator 1
DEPARTMENT: Public Works
REPORTS TO: Public Works Supervisor **FLSA STATUS:** Hourly
DATE APPROVED: 6/8/18 **APPROVED BY:** JRM

I. PURPOSE / SUMMARY:

Under the supervision of the Public Works Supervisor operates all heavy equipment while obeying state laws related to heavy equipment operation. Demonstrates competency in assigned function evidenced by individual performance and evaluations. In addition, demonstrates proficiency in other functions of the department as well. Position requires ability to perform all functions of Public Works and a Class B CDL or ability to obtain within a 1 year period.

II. RESPONSIBILITIES:

1. Efficiently operate all heavy equipment in the Public Works Department including but not limited to dump trucks, front end loader, back hoe, track hoe, motor grader, tractors, bulldozer, and lawn mowers.
2. Assist in the completion of other public works duties such as cutting grass, installing driveway tiles, installing rock on roads or removing debris.
3. Operate weed eater, chain saw, mechanic tools and various other power tools.
4. Follow all safety procedures and wear proper Personal Protective Equipment (PPE) while operating equipment and tools.
5. Performs daily safety inspections of equipment and report issues to supervisor.
6. Other duties as assigned.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

1. Proven ability to work cooperatively, diplomatically, and effectively with citizens, professional peers, and supervisors.
2. Good verbal and written communication skills.
3. Good time management, and decision-making skills.
4. Willingness to work a variable schedule, including weekends and evenings when needed.
5. Maintains certification or have the ability to obtain certification to operate all equipment.
6. Required Education and Experience
Minimum High School Diploma or GED, and two (2) years of increasingly responsible experience in Heavy Equipment operation. An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered.

IV. CERTIFICATIONS REQUIRED:

Valid Class B CDL or ability to obtain within 1 year

V. SUPERVISION:
None

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.