

MARION OAKS MAINTENANCE EQUIPMENT OPERATOR

MAJOR FUNCTION

This position involves manual labor in the care and maintenance of Marion Oaks roads, including the operation of one or more types of light motorized equipment in connection with the maintenance operation of highway facilities.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Performs manual labor in operating various sized riding mowers, chain saws, trimmers, chippers, front-end loader, and tractors. Does a variety of maintenance and construction work. Clears ditches with brush cutters, digs ditches with shovels, patches potholes; puts in culverts, and shovels asphalt and dirt. Cuts brush and limbs. May build retaining walls and place sand bags. Performs concrete work. Manually loads and unloads materials at job site.
- Cuts grass and weeds with hand tools and mowers. Rakes leaves, removes fallen tree limbs, trims trees and plants as needed. Uses a wide variety of small tools. Assists in the planting of trees and shrubbery and in the general upkeep and maintenance of grounds and equipment. Assists craftsmen in a variety of unskilled tasks. Assists in the repair and reconstruction of buildings and facilities.
- Responsible for the safe and efficient operation of equipment, usually a single chassis basic truck with mechanical attachments. Performs light to heavy physical labor when not required to drive. Serves as flagman. Places and removes traffic cones, barricades, flags, signs, curbs, and other traffic control devices. Patches highways. Replaces and repairs guard rails and posts. Participates in installing and removing culverts as needed. Assists in maintaining a chemical herbicide program to control undesirable vegetation along highway rights-of -way as needed.
- Operates various types of mechanized equipment used in the maintenance of highways, such as flat bed trucks, pickup trucks, dump trucks, and tractors, which requires manual dexterity and sufficient strength to operate various controls. Learns to operate other Marion Oaks equipment. Requests major vehicle or equipment maintenance when required. Assists mechanic in repairs when needed. Performs routine service and maintenance.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

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CUSTOMER SERVICE

This position provides indirect customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit and employees of other departments in the County. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES

Education and Experience.

High school diploma or general education degree (GED); and one year related experience and/or training; or equivalent combination of education and experience.

Licenses.

Possession of a valid Florida Driver License CDL Class B.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills.

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

Problem Solving Ability

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- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- General knowledge of gardening and ground maintenance principles and practices.
- General knowledge of tools, materials and equipment used in grounds maintenance.
- Knowledge of traffic regulations and practices followed in the safe operation of light motorized equipment.
- Knowledge of the safe materials handling principles associated with grounds maintenance and equipment operations.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

The employee will be required to use the following equipment in order to accomplish the tasks of the position: various types of road maintenance equipment such as flat bed trucks, pickup trucks, tractors, and front end loader; variety of small hand, air and power tools such as chain saws, trimmers, chippers, and lawn maintenance equipment such as lawn mowers, brush cutters, and weed eaters.

PHYSICAL DEMANDS

While performing the duties of this position, the employee will occasionally be required to sit, and to lift up to one hundred pounds; will regularly be required to climb or balance, stoop kneel, crouch or crawl; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms talk or hear, and to lift up to fifty pounds. Special vision requirements include close, distance, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, this employee will occasionally be required to be exposed to toxic or caustic chemicals and risk of electric shock, will regularly be required to work in high precarious places and near fumes or airborne particles; and will frequently be required to work near moving mechanical parts, in outdoor weather conditions, and vibration. The typical noise level for this environment is very loud.

Established: 10/99

Pay Grade: 6

Job Description Number: 8042

Category: 8

Status: NE

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