

## **GENERAL MAINTENANCE/EQUIPMENT OPERATOR**

### **MAJOR FUNCTION**

This position involves manual labor in the care and maintenance of buildings and roads, including the operation of one or more types of light motorized equipment in connection with the maintenance operation of highways, roads, and/or 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 general building maintenance, which includes but is not limited to cleaning, simple carpentry, plumbing, electrical, and other construction work.
- 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.
- Patches potholes, digs ditches with shovels, puts in culverts, and shovels asphalt and dirt.
- Mows road shoulders and clears ditches.
- Cuts brush and trees.
- Installs street signs.
- Mows and trims clubhouse(s) grounds and shrubs.
- Assists in vehicle repairs and major vehicle or equipment maintenance when required.
- Trains on other types of equipment.
- Directs traffic safety around construction areas by using flags and placing and removing traffic cones, barricades, signs, and other traffic control devices.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- May perform repair work on plumbing.

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- May perform oxygen welding.
- May perform concrete work.
- May assist in maintaining a chemical herbicide program.
- May perform light maintenance on equipment.

### **CUSTOMER SERVICE**

This position provides indirect customer service to members of the general public by providing roadway safety and direct customer service to other employees of the department. Personal contact occurs with other employees of the unit, citizens, and customers of the department on a daily basis, and employees of other departments in the County on a limited basis. Service is provided in person usually to provide information.

### **SUPERVISION**

This position has no supervisory responsibilities.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience.**

High school diploma, preferred one year related experience and/or training; or equivalent combination of education and experience.

#### **Licenses.**

Valid Class B CDL.

### **JOB SKILLS**

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

#### **Language Skills**

- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one situations to customers and other employees of the organization.

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- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals.

### **Problem Solving Ability**

- 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**

- General knowledge of grounds maintenance work.
- Knowledge of tools and equipment used in grounds keeping, basic road maintenance, and maintenance and construction of buildings.
- Knowledge of traffic regulations and practices followed in the safe operation and care of light motorized equipment. Ability to safely operate equipment on rough ground.
- Ability to perform manual labor related to the position.
- Ability to cross train for other positions in the area of assignment.
- 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 operate the following equipment to accomplish the tasks of the

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position: flat bed trucks, pickup truck, dump truck, tractor with mower, backhoe, front end loader, chipper, and small hand and power tools used in grounds maintenance.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to sit; will regularly be required to climb or balance, stoop, kneel, crouch, or crawl, and to lift up to 100 pounds; 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 50 pounds. Vision requirements close, distance and peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

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, the employee will occasionally be exposed to toxic or caustic chemicals and risk of electrical shock; will regularly be exposed to high precarious places, fumes or airborne particles, and vibration; and will frequently be exposed moving mechanical parts and outdoor weather conditions. The typical noise level for this environment is loud.

Established: 10/99

Pay Grade: 5

Job Description Number: 8022

Category: 8

Status: NE

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