

Storey County Job Description

Maintenance Worker-

Heavy Equipment Operator I

Class Title: Maintenance Worker-Heavy Equipment Operator I
Reports To: Public Works Director or designee
Represented Status: Represented
FLSA Status: Non-Exempt
Created: 02/12/17
Last Revised: 09/05/18

JOB SUMMARY

Under close supervision and direction performs a variety of simple to routine tasks involving the installation, operation, repair, and maintenance of roads, water and wastewater systems, drainage systems, and other infrastructure facilities and associated apparatus and equipment.

DISTINGUISHING CHARACTERISTICS

This is an entry-level and closely supervised position in the Maintenance Worker-Heavy Equipment Operator series. The class is distinguished from other classes in the series by the level of experience, skills, and independence and decision making.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Maintains records of projects completed, cost of repairs, materials use, and labor and time expended for use by the department.
2. Builds, repairs, and maintains paved and unpaved roads including grading, crack-sealing, pothole patching, hot-mix paving, chip-seal paving, asphalt paving, gravel base application, painting, and cutting, removing, and shouldering.
3. Assists in concrete form and flatwork including mixing, pouring, finishing, repairing, and demolishing.
4. Assists in the building, repair, and replacement of structures including wood, steel, concrete, and composite bridges and culverts, railroads, drainages, water and wastewater

- distribution and treatment systems, guardrails, fences, cattle guards, and other similar infrastructure.
5. Assists in the building, repair, and maintenance of water and wastewater distribution and treatment systems; cuts, bends, welds, and braises pipe, joints, valves, meters, and fittings.
 6. Assists in the building, repair, and maintenance of swimming pool and pool facilities.
 7. Maintains parks and other grounds in clean, safe, and orderly manner including mowing, trimming, watering, weeding, aerating, minor pest management, composting, and fertilizing; replaces plants as needed; sets, replaces, adjusts, and maintains sprinklers; installs and adjusts automatic time clocks and system pressure; prunes trees and shrubs.
 8. May within skill level and experience operate a variety of heavy and construction equipment and vehicles including dump trucks, loaders, dozers, backhoes, excavators, asphalt patch trucks, pneumatic rollers, steel drum rollers, street-sweepers, asphalt and concrete saws, trenchers, forklifts, bucket/aerial lift trucks, crack sealing machines, asphalt zippers, paver screeds, end-dump trailers, belly-dump trailers (trains), distributor trucks, snow plows, vector trucks, and sander trucks.
 9. May within skill level and experience operate a variety of heavy and light roadway snow removal equipment including snow plows, snow blowers, sand and salt spreaders, and other snow and ice removal equipment; removes snow and ice from walkways, driveways, buildings, and other areas.
 10. Assists with forming, pouring, and finishing concrete to include curb and gutter, bridge decks, culvert and bridge extensions, walkways, cattle guards, driveway approaches, and other such surfaces.
 11. Installs traffic control devices for roadways, pedestrian ways, and work zones, including barricades, cones, and signaling devices; performs flagging operations; ensures safety of workers and the public.
 12. Trims and removes trees, shrubbery, and debris along roadways and right-of-ways; operates bucket/lift trucks, industrial wood chipper, trimmers, and chainsaws.
 13. Performs minor adjustments and preventive maintenance and reports the need for major maintenance or repair.
 14. May within skill level and experience perform welding and braising; fabricates basic hardware using welding and metal work tools.
 15. Performs a wide-range of custodial and facilities maintenance duties including cleaning and maintaining, painting, carpentry and repair work, and hardware installation to buildings and facilities.
 16. Sets up, arranges, takes down; and removes furniture for special functions and meetings.
 17. Keeps basic records of work performed, timesheets, etc.
 18. Reports the need for maintenance or repair of facilities to the appropriate supervisor; corrects or reports any fire or safety hazards; places safety barriers in public areas; maintains equipment, materials and supplies in proper condition.

19. Maintains required certifications and licenses; attends and participates in professional group sessions; engages in continuous education, training, and other professional development; stays abreast on new trends and innovations related to the field.

SECONDARY FUNCTIONS

The duties listed below are examples of duties which may be performed on an occasional basis as needed during times of emergency.

1. As needed, may respond to call-out in emergencies, other than normal working hours, as needed. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.

QUALIFICATIONS

Knowledge of

1. Methods and materials related to building construction, repair, and maintenance of above-ground and underground infrastructure.
2. Methods and materials related to road and walkway paving, grading, treatment, and repair.
3. Techniques and practices related to snow and ice removal and preventative application.
4. Operation and capability of various trucks, trailers, tractors, and heavy equipment.
5. Operation and capability of various hand and power tools related to the work.
6. Traffic laws and ordinances applicable to the operation of various equipment.
7. International Building, Electrical, and Plumbing Codes applicable to performed duties.
8. Methods, materials, equipment, and tools use in public works operations; repair and maintenance of buildings and grounds, and other municipal facilities.
9. Applicable laws, codes, and regulations pertaining to construction, maintenance, repair, and renovation, including the applicable building codes.
10. Safety practices, safe work methods, and safety regulations pertaining to the work.
11. Applicable laws, codes, and regulations; legal, ethical, and professional rules of conduct for public-sector employees.

12. Occupational Safety and Health Administration (OSHA) regulations and safe handling and disposal of chemicals and materials applicable to the workplace.
13. Correct English usage including spelling, grammar, punctuation, and vocabulary.

Ability to

1. Perform construction and maintenance work including sustained manual labor individually and as a member of a crew.
2. Operate a wide-variety of commercial and non-commercial vehicles and equipment safely at the appropriate skill level and demonstrate progress improvement in skill.
3. Recognize potential hazardous situations and take prompt and appropriate action.
4. Safely use hand and power tools related to the work.
5. Read and interpret basic building and site plans and specifications.
6. Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
7. Use initiative and independent judgement within general policy guidelines.
8. Perform basic woodworking and metal fabrication.
9. Exhibit progressive improvement in basic entry-level metal welding and soldering.
10. Observes safe working practices, including maintaining storage and working areas in a safe and orderly condition.
11. Work effectively under the pressure of deadlines, conflicting demands, and emergencies; work effectively with coworkers, elected and appointed officials and bodies, and the public; and gain cooperation through discussion and persuasion.
12. Work varied days, hours, and shifts, including weekends and holidays, and work in extreme and unexpected weather conditions as needed.
13. Demonstrate positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.
14. Effectively use basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, and other applicable programs and software.
15. Continue education and training and remain current on latest policies and practices and required certifications.
16. Pass a criminal history background check and pass random CDL drug and alcohol tests.

LICENSING, EDUCATION & OTHER REQUIREMENTS

1. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - a. High school diploma or equivalent; or
 - b. Education and experience necessary to fulfill the duties and responsibilities of the position.
2. Progressively responsible experience working with hand and power tools.
3. Must possess and maintain a Class A or B Nevada Driver License within 12 months of hire.
4. Must possess and maintain Water Distribution I certification within 12 months of hire.
5. Must possess and maintain Flagger and work zone safety certification within 6 months of hire.
6. Must pass a criminal background investigation and random CDL drug/alcohol tests.
7. Military experience applicable to the duties of this position may be preferred.

PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT

The conditions and requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

1. Physical Requirements.

Mobility to work in a typical maintenance setting, including operating typical construction equipment, hand and power tools, and standard office equipment, and to drive a motor vehicle to various work sites; strength and stamina to stand, walk, bend, sit, reach, kneel, and climb and to work in confined or awkward spaces for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

2. Working Environment.

Work is typically performed in work zones on or around city, state, and county roadways; performance in outside environments with exposure to vehicular traffic, inclement weather, extreme heat, fumes, and airborne particles, moving mechanical parts, and

near or on heavy equipment; travel by motor vehicle and operation of other motorized and heavy equipment including those requiring and not requiring a commercial driver license; exposure to high noise levels; may be exposed to hazardous chemicals, untreated sewage and wastewater, and contagious pathogens; exposure to working from heights, under risk of electrical shock and subject to vibration. Work includes periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by phone calls, visits, and response to unplanned events occur.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the 6 day of September, 2018.

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee’s Association AFSCME Comstock Chapter.

Storey County Government

Storey County AFSCME Local Union



Patrick Whitten
County Manager

Tobi Whitten, Union President
AFSCME Comstock Chapter



Austin Osborne
Human Resources Director