

**TOWN OF LEXINGTON**  
**Job Description**

**Job Title:** T411 Heavy Equipment Operator      **Grade:** W4  
**Department:** Public Works  
**FLSA Status:** Non-Exempt  
**Prepared:** July, 1999  
**Revised:** May, 2011

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.*

**SUMMARY**

Maintains and operates various types of heavy motorized equipment\* used in the maintenance, construction, and repair of town infrastructure and facilities; undertakes a variety of maintenance activities pertaining to public works and/or utilities operations and services.

**DUTIES & RESPONSIBILITIES**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions: All Divisions**

- Operate a variety of motorized equipment such as front-end loaders, backhoes, dump trucks, snowplows, tractors with various attachments, and other related maintenance and construction equipment as assigned to assist with construction, repair and/or maintenance projects in the Highway, Water/Sewer, Park, or Environmental Services divisions of the Department of Public Works.
- Operate mechanical and other non-grade determining equipment related to assigned maintenance, construction and repair projects, such as air compressor, power saws, paint machine, cement mixer, leaf blower, lawn mower, weed whacker, leaf vacuum, welder, jack hammers, etc.
- Participate in snow and ice removal and treatment operations, some of which occur after normal work hours; participate in other inclement weather operations and services; assist in coordination/monitoring of contractual snow removal crews.
- Maintain and care for all equipment, machinery and vehicles used during work assignments; perform preventive maintenance tasks regularly; report required maintenance and repair of equipment and vehicles to Road Machinery personnel.
- Provide functional and technical guidance to junior members of assigned crew; may assist with training other employees on operations of equipment and in maintenance, repair and construction techniques on projects.

\* see definition on last page

- Performs additional related duties as assigned.

### **Examples of Work in Each Division:**

#### **Water/Sewer Division:**

- Operate rodding machine, flushing machine, and/or gas operated pumps.
- Participate in installation, inspection, disconnection and/or repair of water and/or sewer service connections, boxes, gates, meters, lines, and other related components of utility systems; respond to utility service customer requests to assess required activities and then participate in appropriate response.
- Assist, install, maintain, and repair fire hydrants.
- Perform a variety of manual tasks related to the excavation of sewer and/or water lines; install, maintain and repair lines; clean up residences, commercial buildings and other facilities following line leakages and breaks.
- Respond to complaints and other calls for service from utility customers; investigate complaints and determine appropriate course of action; report findings to higher level personnel.

#### **Highways Division:**

- Participate in the repair, construction and maintenance of the town roads; overlay road sections as required; fill potholes; construct and repair curbing, sidewalks and other related infrastructure.
- Assist with rebuilding, cleaning, and repairing catch basins; flushing drain systems; painting traffic control markings onto streets; constructing and repairing drain pipes; and cleaning/clearing culverts and brooks.
- Sweep town streets and sidewalks.

#### **Parks Division:**

- Participate in groundskeeping and landscaping services at town parks and on other public grounds; participate in tree trimming and care activities; operate chain saws, stump and brush grinders; operate various types of riding mowers and tractors with mowing attachments.
- Assist with loam, fertilizing and seeding fields and other public grounds; install and maintain irrigation systems; build, repair, tend and maintain athletic fields.
- Assist with maintaining pool facilities, including pools, bath houses and deck areas.
- Assist with installing and maintaining playground equipment; maintain foot and bike trails.

**Cemeteries Division:**

- Locate and excavate grave sites; set casket lowering device; backfill graves; set foundations and grave stones.
- Assist funeral directors and members of public at burials locate grave lots and in various other capacities; assist in maintenance of cemetery grounds; and perform various grounds keeping and maintenance operations at cemeteries.

**Environmental Services Division:**

- Assist with compost facility operations such as: monitor, organize and turn leaf, grass, compost and woodchip piles, operate equipment related to recycling operations, maintain material tracking sheets and ensure compliance with established procedures and Standard Operating Procedures (SOPs) utilized on site.
- Assist in the provision of a variety of customer service activities at the Hartwell Avenue facility such as: monitor composting and recycling activities in the residential drop off areas, administer contractor permit and punch card programs, sales of compost products, distribution of compost bins and provide information regarding general inquiries and assist in the provision of all services at the Hartwell Avenue facility.

**QUALIFICATIONS****Knowledge of:**

- Operations, services and activities of Department of Public Works.
- Operational, maintenance and repair activities required for assigned areas.
- Pertinent Federal, State and local laws, codes and regulations.
- Operations of appropriate equipment, tools, machinery and facilities.
- Town of Lexington policies and procedures.
- Occupational hazards, safety rules, equipment and principles related to the operation of motorized equipment.
- Operation and maintenance requirements of a variety of hand and power tools.

**Ability to:**

- Operate a variety of motorized equipment.
- Communicate clearly and concisely.
- Perform basic operator level vehicle and equipment maintenance tasks.
- Operate assigned equipment safely in all weather conditions; perform manual labor pertaining to assigned area.

**EXPERIENCE and TRAINING GUIDELINES-**

*Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education and/or Experience:**

Equivalent to a high school diploma plus at least four years experience in a public works or utilities construction, maintenance and repair environment, preferably with equipment operations experience.

**License or Certification:**

- Possession of an appropriate level, valid commercial driver's license, with all required endorsements.
  
- Possession of, or ability to obtain, appropriate licenses and/or certifications for assigned activities, such as:
  - Class 2A hoisting license
  - Class B with airbrakes license for the Water Department
  - Class A with airbrakes license for the Equipment, Highway and Drains Department.
  
- Specific limited to the Environmental Services Department:
  - Possession of, or ability to obtain, certification in Compost Systems Management within 2 years.
  - Possession of or ability to obtain, OSHA 40 Hour Hazwoper certification within 3 years.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from assigned Crew Chief or Superintendent.
- Provides technical guidance to crew workers assigned to lower grade positions.

**WORKING CONDITIONS****Environmental Conditions:**

Indoor and outdoor environments with wide range of weather conditions; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electrical energy; work with and around heavy machinery; work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals; irregular working hours for inclement weather situations and other circumstances.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting, standing and walking for extended periods of time; moderate to heavy lifting and carrying which includes the ability to lift up to one hundred pounds; pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands and legs required; must be able to distinguish colors and operate assigned vehicles.

**DEFINITION of HEAVY EQUIPMENT**

Heavy equipment is distinguished from light equipment based on weight/capacity of the equipment and/or nature of the work performed. The following equipment is classed as heavy equipment: Crawler Tractor, Road Grader, Dump Trailer, Front End Loader - 3cu or larger, and Excavator.

Based on the nature of the work or special licensing, the following equipment is also classed as heavy equipment: bucket trucks, snow loader, and backhoes - only when operating backhoe attachment.