


TOWN OF WINDHAM

Position Title: Equipment Operator Date: _____
Department: Public Works Incumbent: _____
Reports to: Highway Maintenance Supervisor Supervisor: _____
Classification: Union Town Manager: 

General Summary:

This is a skilled labor position assisting the Highway Maintenance Supervisor in carrying out the activities of the Highway Maintenance Division in the Department of Public Works. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Highway Maintenance Supervisor. Performance is based on daily observation and results.

Essential Functions:

- Operates heavy equipment to perform road and drainage system construction and maintenance including road building, grading, snow removal, salting and sanding.
- Performs routine preventive maintenance of equipment including checking fluid levels, air pressures, and lubrication.
- Operates front-end loaders, excavators, or any other piece of equipment, as needed.
- May drive a truck or other vehicle to transport personnel and equipment to the job site.
- Operates street sweeper for cleaning streets and parking lots.
- Operates and drives dump trucks to transport or dispose of materials or during winter operations.
- Acts as Crew Leader in the absence of a supervisor to ensure that all employees follow proper procedures.
- Practices proper safety procedures and proper operation of equipment.
- Participates in educational programs and assists with the training of other personnel.
- Participates in on-call rotations for emergency and storm coverage.
- Works effectively and positively with other employees and the general public regarding all aspects of the department.

Other Duties/Responsibilities:

- Performs other work as may be required in support of Public Works, including manual labor and other related tasks.

Competencies:

- Knowledge of road construction and repair techniques and equipment;
- Knowledge of and ability to operate heavy equipment;
- Ability to follow established operating and safety procedures;
- Ability to work independently;
- Strong leadership skills; and

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- Ability to develop and maintain working relationships with other employees, supervisors, Department Heads, public officials and the general public.

Required Education/Experience:

- High school diploma or equivalent;
- Valid State of Maine CDL Class A driver's license, or the ability to obtain such within six (6) months;
- Minimum of two (2) years' experience operating heavy equipment in the construction field;
- Minimum of two (2) years' experience in road construction and maintenance, preferably with snow removal and winter road maintenance responsibilities; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the essential functions of the position.

Additional Eligibility Qualifications:

- Ability to pass an initial, and subsequent, background checks, including criminal history, driver's license, and other checks deemed appropriate by the Town.
- Participation in a federally mandated drug and alcohol testing program, including both pre-employment and random testing as a condition of employment.
- Engineering background, ability to use engineering tools, desired.
- Ability to read blue prints and set grades, desired.
- Ability and willingness to work nights, weekends, on-call, and/or overtime as necessary.
- Ability to perform the physical requirements of the position.

Working Conditions/Physical Demands:

Work requires sufficient physical strength, agility, endurance, dexterity, and hand-eye-foot coordination to perform all essential functions. Requires sitting and standing for long periods of time; considerable kneeling, crawling, bending, climbing stairs and ladders; and the ability to lift up to 80 pounds. Work performed outdoors year-round in all weather conditions and may be called in after regular working hours to respond to emergency maintenance and weather-related needs.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.