
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Equipment Operator

POLICY NUMBER: 2936

2936.1 General Job Description

Under the direction of the Maintenance Foreman, Construction Foreman, Ditch Foreman, Division Manager or Water Treatment Plant Superintendent:

- (a) works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of District facilities;
- (b) performs a wide variety of unskilled and semi-skilled manual and automated tasks including, but not limited to, the operation of mechanical and hydraulically operated construction equipment;
- (c) reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, siphons, measuring structures, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;
- (d) trains, or assists in training of subordinates;
- (e) develops and presents to subordinates information relating to safety in conformance with District's safety program;
- (f) processes records relating to job costs and time expenditures of equipment and District personnel;
- (g) as lead person, supervises other employees in construction activities.

2936.2 Prerequisite Qualifications

2936.2.1 High school diploma or the equivalency thereof.

2936.2.2 Two years of experience, or combination of training and experience, as an apprentice equipment operator, or comparable non-District position.

2936.2.3 Knowledge of capability and operation construction tools and mechanical and hydraulically operated construction equipment.

2936.2.4 "D2" Water Distribution System Certificate issued by the State of California Department of Health Services, or ability to acquire same within six (6) months of appointment.

2936.2.5 Knowledge of District operations and materials used in potable and non-potable water transmissions systems.

2936.2.6 Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmission systems; and.

2936.2.7 Valid Class A California driver license and satisfactory driving record.

2936.3 Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

2936.4 Hourly Compensation:

2936.5 Essential Job Duties:

2936.5.1 Task: Operates backhoe, excavator, end loader, compactors, etc., in the repair of pipe leaks on District's potable water distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2936.5.2 Task: Operates backhoe, excavator, end loader, compactors, etc., in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2936.5.3 Task: Operates backhoe, excavator, end loader, compactors, etc., in the maintenance and repair of raw water distribution facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2936.5.4 Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2936.5.5 Task: Operates backhoe, excavator, end loader, compactors, etc., in the cleaning and maintenance of District irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2936.5.6 Task: Applies weed control chemicals to ditch banks and around above-ground District facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

2936.5.7 Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various other water treatment plant facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2936.6 Marginal Job Duties:

2936.6.1 Task: Assists in locating District facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

2936.6.2 Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle

2936.6.3 Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2936.6.4 Task: Repair and maintenance of District buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2936.7 Environmental Demands:

2936.7.1 Outside: Always works outside in a variety of weather conditions ranging from snow to +100° F.

2936.7.2 Inside: Seldom works indoors in a temperature-controlled environment.

2936.7.3 Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

2936.7.4 Noise/Vibration: Moderate exposure to noise and vibration from tools and equipment.

2936.8 Mental Requirements:

2936.8.1 Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos, and messages.

2936.8.2 Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

2936.8.3 Math: Ability to perform basic math calculations. Ability to count and measure.

2936.8.4 Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

2936.8.5 Repetition: Routine daily work practices.

2936.8.6 Judgment: Frequently works unsupervised; good judgment required.

2936.8.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2936.8.8 Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.