



TOWN OF RINDGE DEPARTMENT OF PUBLIC WORKS

115 MAIN STREET

RINDGE, NH 03461

PHONE: (603) 899-2105 FAX (603) 899-2106 TDD 1-800-735-2964

www.rindgenh.gov

Position Title: Heavy Equipment Operator

Statement of Duties

Position provides skilled and unskilled labor and operates light-tonnage equipment for the Highway Department. Responsibilities include operating trucks and equipment used to maintain town streets and performing a variety of laborer functions. Work includes sweeping streets, removing snow and debris from roads, hauling and spreading construction materials, and performing similar duties as required.

Supervision

Employee works under the general supervision of the Foreman. Employee is familiar with the work routine and takes initiative in carrying out recurring assignments independently with specific instruction. Any questionable cases are referred to the supervisor for clarification or interpretation. Supervisor checks the employee's work only to ensure that the work is completed, the methods used are technically accurate, and that instructions are being followed.

The employee does not have access to confidential information.

The employee does not have any supervisory responsibility.

Job Environment

Position responsibilities require the use of judgment and initiative to interpret the numerous standardized practices, procedures, or general instructions governing the work. The employee is expected to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline for a given situation.

Errors can result in delay or loss of service, personal injury, injury to others, and/or damage to buildings or equipment.

The position has occasional contact with the public and other town departments to respond to inquiries and complaints, and provide information and assistance. Contact usually occurs in person.



TOWN OF RINDGE DEPARTMENT OF PUBLIC WORKS

115 MAIN STREET

RINDGE, NH 03461

PHONE: (603) 899-2105 FAX (603) 899-2106 TDD 1-800-735-2964

www.rindgenh.gov

Position Functions

The essential functions or duties listed below are intended only to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

1. Efficiently operates a variety of vehicles and equipment, including loaders, backhoes, street sweepers, snowplows, and dump trucks, ensuring that all safety precautions are followed.
2. Operates truck to haul and spread construction materials for public works projects; operates jackhammer, air compressors, pumps, and a variety of other equipment as needed for public works projects.
3. Places curbs, sets catch basins, builds manholes and drains, performs excavating jobs, bracing, and grading, spreads stone, and rakes asphalt for roads and walkways.
4. Performs a variety of laborer functions such as patching roads, cutting brush, operating a chipper, mowing lawns, collecting leaves, backfilling cemetery graves, and related functions.
5. Perform a CDL circle check; lubricates, adds oil, inflates tires, and otherwise services equipment to ensure proper operation; reports any malfunctions to supervisor, and may assist in making minor repairs and maintenance.
6. Prepares for and responds to seasonal challenges, including snow removal, snow and storm water, flooded areas, downed trees, construction projects, and repair and maintenance of equipment and machinery.
7. As requested, required to participate in all snow and ice removal operations and other emergencies declared by the department.
8. Performs other duties as required by the supervisor.



TOWN OF RINDGE DEPARTMENT OF PUBLIC WORKS

115 MAIN STREET

RINDGE, NH 03461

PHONE: (603) 899-2105 FAX (603) 899-2106 TDD 1-800-735-2964

www.rindgenh.gov

Recommended Minimal Qualifications

Physical and Mental Requirements

The employee works on loud to very loud construction sites and is exposed to outdoor weather conditions, extremes of heat and cold, and moving mechanical parts more than 2/3rd of the time; fumes or airborne particles up to 2/3rd of the time; and high places, confined spaces, traffic, and risk of electric shock up to 1/3rd of the time. The employee is required to stand, walk, talk, listen, use hands, lift, reach with hands and arms, climb, balance, stoop, kneel, crouch, and/or crawl more than 2/3rd of the time; and taste or smell up to 1/3rd of the time. The Employee will frequently lift up to 100 lbs. in weight. Normal vision is required for this position. Equipment operated includes trucks over 26,001 lbs., light to medium tonnage trucks, automobiles, heavy equipment, light equipment, pneumatic tools, power tools, hand tools, welding torches, and air guns.

Education and Experience

A candidate for this position should have a High School diploma or equivalent, with three to five (3-5) years of experience in light to medium equipment operation, and construction work; or an equivalent combination of education or experience.

Special Requirements

A candidate for this position is required to have a valid Class B Commercial Driver's License (CDL).

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Materials, methods, and current practices essential to the maintenance of town streets and roadways
- Traffic control devices and procedures
- Geographical layout of the town

Skill in:

- Safe and effective equipment and vehicle operation techniques

And ability to:

- Follow directions and work as part of a team
- Detect and report equipment malfunctions
- Perform the physical requirements of the position, in all weather conditions