

# **City of Cordova Position Job Description**

## **Equipment Operator I or II**

---

SUPERVISOR: STREETS SUPERINTENDENT

CLASSIFICATION: FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT

HOURS: VARIES SEASONALLY, MON-FRI, between 0500 – 1700 depending on shift; ON-CALL, EVENINGS, WEEKENDS, OVERTIME MAY BE REQUIRED

---

### **SUMMARY**

The Equipment Operator performs work operating specialized heavy equipment and vehicles for the City of Cordova under the guidance and supervision of the Public Works Supervisor in accordance with the rules and regulations governing commercial vehicle operations in the state of Alaska.

### **GENERAL STATEMENT OF DUTIES**

Operates specialized heavy equipment and trucks requiring a Class B commercial drivers' license in support of maintenance, repairs and upgrades of infrastructure.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates City-owned heavy equipment and class B vehicles.
- Performs repair and maintenance of municipal roadways and infrastructure, to include drainage systems, potholes, painting, cleaning, and obstruction removal.
- Clears snow and ice from roads and City-owned parking lots; collects and hauls accumulated snow.
- Repairs, cleans and installs culverts.
- Installs and maintains street signs.
- Fuels and inspects equipment daily, performs preventive and prescribed maintenance and makes minor repairs on equipment and tools.
- Assists other departments and/or divisions with equipment operations as necessary.

## **MINIMUM QUALIFICATIONS**

### **Equipment Operator I**

1. Must possess valid driver's license in good standing. If driver's license is issued from a state other than Alaska, must have ability to get Alaska Driver's License within 30 days.

### **Equipment Operator II**

1. Valid Alaska Commercial Driver's License (CDL).
2. 3-years experience operating a variety of heavy equipment; including but not limited to loader, grader, dump truck with two or more attachments. Ability to demonstrate proficiency.

## **PREFERRED QUALIFICATIONS**

**Equipment Operator I** - Streets' maintenance or related experience.

**Equipment Operator II** – Valid Alaska Class A Commercial Driver's License

## **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. Thorough knowledge of the operation and upkeep of all heavy equipment used in street maintenance and repair.
- B. Skill in the operation of hand and power tools.
- C. Skill in the operation of standard garage and warehouse support equipment, to include forklift and tire changer/mounter
- D. Ability to read and understand written regulations, schematic diagrams and semi-complex instructional materials in the English language.
- E. Ability to accurately complete written work logs in the English language.
- F. Ability to comprehend and follow safety rules and regulations.
- G. Ability to communicate with the public in a clear and courteous manner.
- H. Ability to understand and follow written/oral policies, procedures, and instructions.
- I. Ability to work with minimal supervision.
- J. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by changing information, equipment, and/or technology.
- K. Ability to respond to emergency situations in a timely manner; ability to exercise good judgement in time-critical and emergent situations.
- L. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.

## **LEGAL REQUIREMENTS**

As a condition of employment, this position is subject to a pre-employment background and drug test prior to performing any CDL-related driving in accordance with FMCSA rules.

All required/preferred licenses must be maintained for the duration of employment.

Effective Date: 4/20/23

### **WORKING CONDITIONS**

Work is performed outdoors, often in inclement weather. Work is physically demanding with periods of exertion. Frequent work after hours to meet unscheduled demand, particularly during weather events; rotating on call as scheduled with advance notice.

### **PHYSICAL DEMANDS OF POSITION**

Capable of sitting for long periods of time. Capable of standing, walking, bending and squatting. Capable of lifting and carrying up to 50 pounds. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with the general public and other employees.

---

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.