



P. O. Box 239  
Lockhart, TX 78644

# JOB DESCRIPTION FORM

**Date:** November, 2017  
**Revised Date:** Feb. 13, 2018  
**Pay Range:** \$12.42-15.73-19.03  
**Pay Grade:** 25 (Non-Exempt)

**Job Title:** Heavy Equipment Operator - Streets/Drainage

**Brief Description of the Job:**

Operate all mowing equipment, dozer, trackhoe, front loader, rollers, motorgrader, paver, sweeper, backhoe, trucks, asphalt patch trucks, dumps and other labor related activities as assigned. Lead work crew as assigned.

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below <b>Essential Functions</b>	% of Time	Strength	Physical Demand Code
1. Operate city vehicles	10	M	A-H, O-T
2. Be responsible for assigned personnel	25	M	A-H, O-T
3. Go out of town to pick up HMAC paving material, base, and other items as necessary.	5	M	A-H, O-T
4. Operate backhoe, loaders, tractors/shredders, motorgrader & asphalt paver in a safe manner during excavations avoiding damages to equipment, utilities, all other apertures, etc.	40	M	A-H, O-T
5. Perform labor work as needed including but not limited to garbage pickup, all power hand tools, manual labor tools, flagging traffic, picking and moving items, and other assigned manual labor related duties.	20	H	A-H, J-T
	100		

A. STANDING	D. LIFTING	G. REACHING	J. KNEELING	M. BENDING	P. BALANCING	S. TALKING
B. SITTING	E. CARRYING	H. HANDLING	K. CROUCHING	N. TWISTING	Q. VISION	T. FOOT CONTROLS
C. WALKING	F. PUSH/PULL	I. FINE DEXTERITY	L. CRAWLING	O. CLIMBING	R. HEARING	U. OTHER: _____

**PHYSICAL DEMANDS**

**JOB TITLE:**Heavy Equipment Operator-Street/Drainage

**OVERALL STRENGTH DEMANDS:**

SEDENTARY \_\_\_ LIGHT \_\_\_ MEDIUM X HEAVY \_\_\_ VERY HEAVY \_\_\_\_\_

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	E	G. REACHING	E	M. BENDING	E	S. TALKING	E
B. SITTING	E	H. HANDLING	E	N. TWISTING	E	T. FOOT CONTROLS	E
C. WALKING	E	I. FINE DEXTERIT	R	O. CLIMBING	E	U. OTHER: _____	___
D. LIFTING	Q	J. KNEELING	Q	P. BALANCING	E		
E. CARRYING	Q	K. CROUCHING	Q	Q. VISION	C		
F. PUSH/PULL	E	L. CRAWLING	Q	R. HEARING	C		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMMODATION.

Physical Demand	Description
A, B, C, F, G, M, N, O, Q, R, T	1. Operate trucks as described above.
A, B, C, F, G, M, N, O, Q, R, T	2. Be responsible for assigned personnel
A, B, C, F, G, M, N, O, Q, R, T	3. Go out of town to pick up HMA paving material, base, and other items as necessary.
A, B, C, F, G, M, N, O, Q, R, T	4. Operate backhoe, loaders and blade in a safe manner during excavations avoiding damages to equipment, utilities, all other appurtenances, etc...
A thru H, H thru T	5. Perform labor work as needed including but not limited to garbage pickup, all power hand tools, manual labor tools, flagging traffic, picking and moving items, and other assigned manual labor related duties.

**PHYSICAL DEMANDS**

**JOB TITLE:**Heavy Equipment Operator-Street/Drainage

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Operate dozer, trackhoe, front loader, rollers, motorgrader, backhoe, level & grade rods  
all trucks including dumps and other labor related activities as assigned. Lead crew work as assigned.

**ENVIRONMENTAL FACTORS**

Extreme heat and cold, rainy conditions, fumes from equipment and materials

**PROTECTIVE EQUIPMENT**

Ear, eye, back, gloves and other assigned protective equipment

**NON-PHYSICAL DEMANDS**

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	O	Emergency Situations	R
Noisy/Distracting Environment	F	Tedious Exacting Work	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others as part of a Team	F
Danger/Physical Abuse	R	Irregular Schedule/Overtime	O
Frequent Change of Tasks	O	Other (Description Below:)	—

**JOB REQUIREMENTS**

**FORMAL EDUCATION**

High School Diploma/GED required or have 10 years or more experience in field in lieu of education.

**EXPERIENCE**

Must have at least 5 yrs. experience of drainage, road and bridge construction.  
Must have minimum of 3 yrs. experience using single / batwing deck shredders

**OTHER REQUIREMENTS**

Must have documented experience operating the equipment listed in the job description.  
Shall reside within 25 minutes of the city limits.  
Must possess a valid Texas Operators License class B (prefer class A) CDL  
Must have a good driving record.

**PHYSICAL DEMANDS**

**JOB TITLE:**Heavy Equipment Operator-Street/Drainage

**READING**

Minimum

**WRITING**

Minimum

**MATH**

Minimum

**REASONING**

Be able to follow instructions

Must be able to resolve minor issues in the field associated with assignments.

**SUPERVISORY**

Oversee small crews of assigned personnel.

**MANAGERIAL**

n/a

**INTERPERSONAL**

Be able to converse with fellow workers and residents in a polite, courteous and respectful manner.

**SIGNATURES - REVIEW AND COMMENT**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

**I have reviewed the experience and qualification requirements of the job and I feel I am qualified.**

\_\_\_\_\_  
Applicant/Employee - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor- Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

