



Town of Edgewood
Heavy Equipment Operator

Position Class Code: 1303

Date Approved: 09/21/05
Revision Date:

Position Purpose: Under general supervision, operates a variety of vehicles and motorized equipment in the construction, general maintenance and repair of Town roads and right-of-way.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Operates a wide range of vehicles and motorized equipment, including graders, front-end loaders, backhoe, rollers, mowers and various trucks in support of various construction, repair and maintenance projects.
- Provides general maintenance and repair to Town roadways, installs drainage culverts, patches potholes, cleans Town facilities, installs and repairs street signs.
- Transports materials and equipment to and from job sites using various trucks.
- Operates heavy equipment in the removal of snow and ice, debris and other objects from roadways.
- Provides on-site work direction and instruction to work crews in the absence of the Roads Supervisor.
- Performs traffic control during hazardous road conditions or around work sites.
- Performs manual labor tasks as needed.
- Responds to 24/7 emergency call-outs as required.
- Conducts routine maintenance and repair on roadway maintenance equipment and vehicles.
- Maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, procedures and practices, and other related position responsibilities.
- Performs general maintenance of Town facilities.
- Performs other work-related assignments as required.

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of the operation and routine maintenance of various light to heavy motorized vehicles and equipment.
- Knowledge of the principles, practices, techniques and methods of road construction, right-of-way repair and maintenance, and safety practices.
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Knowledge of Town of Edgewood policies, procedures, rules and regulations.
- Skill in operating light to heavy motorized vehicles and equipment
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with work crews, supervisors and the general public.
- Skill in following and effectively communicating verbal and written instructions.

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MINIMUM QUALIFICATIONS

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- High School diploma or equivalent GED certificate.
- Five years of experience in the operation of motorized heavy equipment for roadway and right-of-way maintenance, construction and repair.
- Must be insurable.
- Possession of a valid State of New Mexico Commercial Driver's License (CDL).

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance.
- May be exposed to hazardous chemicals and traffic hazards.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 75 pounds.
- Work requires ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

- Special Equipment includes hand and power tools, light to heavy motorized equipment and vehicles, and standardized office equipment.