



CITY OF SENECA  
221 East North First Street  
Seneca, South Carolina 29678  
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[www.Seneca.SC.US](http://www.Seneca.SC.US)

## City Of Seneca—Position Description **HEAVY EQUIPMENT OPERATOR/LABORER**

### **GENERAL PURPOSE**

Maintains, operates and performs a variety of public works tasks with heavy equipment and trucks. Report to the Vehicle Maintenance Supervisor and may supervise work crews in the absence of the Crew Leader.

### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Operates heavy equipment and trucks under a variety of conditions performing required work tasks in a safe and effective manner.

Pushes levers and depresses pedals to move machine, to lower and push shovel into material, and to lift, swing, and dump contents of shovel into truck, or onto conveyor, hopper, or stockpile.

Operates equipment and vehicles in proper manner, in the performance of those tasks for which it was intended, and within established city safety policy.

Operates brush tractor and other equipment as needed.

Hauls gravel, dirt, and other materials as needed.

Serves as a member of a crew:

- Performs street repair.
- Installs drains, driveways, and culverts.
- Bush hogs and clears rights of way and vacant lots. Trims trees.
- Demolishes city buildings.
- Performs mosquito control.
- Performs traffic control at job site.
- Assists other City departments as needed

Fills in for other crew leaders and crews when needed.

Maintains records of work orders completed, addresses serviced, materials used, and time required to complete tasks.

Performs required preventive inspection and maintenance of assigned equipment and trucks in accordance with established standards. Advises of any mechanical problems and need for upcoming scheduled service. Cleans equipment as needed.

Performs all duties in conformance to appropriate safety and security standards.

### **PERIPHERAL DUTIES**

May operate power shovel which digs by pulling dipper toward machine and be designated Back-Hoe Operator.

May inspect various projects for the department.

Fills in for other positions within the department.

Performs other related duties as required.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience:

- (A) High school diploma or GED equivalent and
- (B) One (1) year experience involving the use of medium and heavy equipment, or
- (C) Any equivalent combination of education and experience.

#### Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of street repair and maintenance.
- Considerable knowledge of heavy-equipment operating principles.
- Working knowledge of the hazards and safety precautions common to heavy equipment operations.
- Working knowledge of the methods, materials and tools used in street repair.
- Skill in operation of listed tools and equipment.
- Ability to understand and follow oral or written instructions and to communicate effectively verbally and in writing.
- Ability to observe proper safety precautions.
- Ability to establish effective working relationships with other employees, supervisors and the public.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to drive and operate a variety of equipment under varying conditions.
- Ability to read maps and make adjustments to maps.

### **TOOLS AND EQUIPMENT USED**

Heavy Equipment: Cranes, Bush Hog, Boring Unit, back-hoe, snow plow, crawler. Other Vehicles or Rolling Equipment: Right of Way Tractor, pickup truck, utility truck, Generators: Diesel Electric Generators, Gas Engine, Generator Sets. Tools: Rotary Hammer, Jack Hammer, Side Grinder, Demolition Saw, Chain Saw, Rakes, Concrete Tools, common hand and power tools, shovels, wrenches, Hammers. Miscellaneous Equipment: Buckets, Cables, Chains, Grapples, Holding Fixtures, Hooks, Nets, Pallets, Ropes, Slings, Turnbuckles, Tapping Machine, Trailer Pumps, Jacks, Safety Tripod, Ditch Jacks, Blowers, Probing Rods, Air-Pacs, Oxygen Gas, Analyzers, Tamps, tamper, pumps, detection devices, mobile radio.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
  - The employee frequently is required to stand and talk or hear.
  - The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
  - The employee must constantly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
  - The employee regularly works in outside weather conditions.
  - The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and loud noises and vibration.
  - The employee frequently is required to work in confined spaces.
  - The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
  - The noise level in the work environment is usually loud.
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*The duties listed above are intended only as illustrations of 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 the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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