

**CODE: 4150**

**GRADE: 12**

**THOMAS COUNTY, GEORGIA  
JOB DESCRIPTION**

**JOB TITLE: HEAVY EQUIPMENT OPERATOR  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under indirect supervision, performs skilled and semi-skilled work for Thomas County Public Works Department. Work involves hauling solid waste to landfill; cleaning the site area; covering and securing open top container in a safe and secure manner; operating various pieces of heavy equipment in the maintenance and construction of roads and right of ways; maintaining safe highways; creating and attaching signs; transporting heavy equipment; providing safety and security of inmates and the general public; paving and patching with asphalt; and performing general sanitation of public trash sites. Employee's duties assigned to employees in the job title may vary according to needs of the department and/or proper allocation of workload. Employee must exercise initiative and some independent judgment in completing assigned tasks. Employee must also exercise tact, courtesy, and firmness in working in contact with customers and the general public. Reports to the Public Works Superintendent.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Operates all equipment required of an Equipment Operator and a variety of heavy equipment such as motor grader, bulldozer, excavator, dirt pan, steel wheel, asphalt distributor and sanitation truck.

Maintains safe roadways.

Install barricades.

Inspects road signs.

Performs the flagging of traffic and traffic control.

Makes specialty signs.

Transports co-workers and various materials.

Moves hazardous objects from the roadway.

Maintains a sign inventory.

Provides assistance in transporting heavy equipment and back up support when needed.

## **HEAVY EQUIPMENT OPERATOR**

Maintains a commercial license and certification.

Writes daily activity reports; completes work orders.

Supervises and trains inmates in work crew environment.

Secures and uncovers load.

Cleans and maintains areas.

Provides assistance in paving, bridge construction, road building, right of way clearing, etc.

Receives and/or reviews various records and reports including work orders, daily work sheets, copy of billing invoices, and various other records, reports, memos, correspondence, etc.

Prepares and/or generates various records and reports including work orders, inspection sheets, daily work sheets, inmate work performance, disciplinary report, incident report, vehicle maintenance, invoices from landfills, and various other records, reports, memos, correspondence, etc.

Refers to County manuals, operator manual, manual on Uniform Traffic, control devices, County map, policy manual, post order manual, post order manual, chemical book, codes / laws / regulations, publications and reference texts, etc.

Uses mechanic tool, shovel, axe, rake, asphalt, sand, clay, rock, concrete, secretarial supplies, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Detail Officers, other County employees, Warden and Deputy Warden, inmates, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 1 to 2 years of experience in maintenance and construction work involving use of heavy equipment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENT**

Must have successfully completed required courses and certification such as Commercial Driver's License B and A, National Defensive Driving, Erosion Control, etc.; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

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### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including backhoes, ditching machines, boring machines, hydro-hammers, air compressors, shovels, rakes, hand tools, etc. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are those for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of work orders, simple forms, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, switches, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons

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acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**