

**CITY OF GRAND HAVEN  
JOB DESCRIPTION**

**EQUIPMENT OPERATOR I**

**Supervised By:** Assigned Crew Leader  
**Supervises:** No supervisory responsibilities  
**FLSA:** Non-Exempt

**Position Summary:**

Under the supervision of an assigned Crew Leader, operates light and heavy equipment and provides general, semi-skilled, and skilled labor in support of a wide range of public works maintenance, repair and construction projects including Streets, Utilities, Grounds, and Facilities.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Participates in general, semi-skilled, and skilled maintenance, repair, and construction projects within the City's Streets, Utilities, Grounds, and Facilities divisions.
2. Operates vehicles, trucks, and equipment of various sizes and weights such as backhoe, loader, grader, sweeper, blade truck, bucket truck, dump truck, tractor, mower, blower, chipper, sewer jet, pipe pusher, Vac-Con, and others.
3. Performs basic preventive maintenance and repairs on a variety of equipment and tools including cleaning, greasing, and oiling. Records preventive maintenance activities according to established procedures and alerts assigned Crew Leader to repair needs. Assists with inventory of supplies, tools and equipment as assigned.
4. Loads and unloads vehicles with a variety of materials, equipment, or tools, hauls various types of materials such as sand, stone, and snow, and spreads brine chemicals.
5. Completes timesheets and maintains daily work logs of projects completed and the equipment, vehicles and materials used. Completes other paperwork as assigned.
6. May be designated to serve as Crew Leader in that person's absence.
7. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations.
8. Responds to public inquiries constructively, refers complaints or complex issues to assigned Crew Leader and otherwise represents the department in a positive manner.
9. Attends training programs and seminars to obtain continuing education credits necessary to maintain the appropriate licensing required by the City.
10. Responds to public works emergency situations. May be required to work outside of normal business hours in the event of an emergency or during snow season.

11. Performs other related work as required.

**Depending on area assigned, also performs the following duties:**

1. Performs skilled and semi-skilled maintenance and repair tasks on City buildings and facilities involving carpentry, plumbing, electrical, HVAC, and other activities as required. Completes a variety of basic maintenance functions including general cleaning activities on equipment and buildings.
2. Performs routine maintenance, repair, and construction projects related to City buildings, facilities, and marina including painting, carpentry, plumbing, mechanical, electrical, roofing, and concrete work. Participates in new construction and remodeling activities.
3. Participates in work related to roofs, boilers, air handling units, emergency generators, water walls and softeners, and other related implements.
4. Prepares facilities for special meetings, events, and other related projects. Moves office furniture, replaces lightbulbs, winterizes buildings, changes filters, and completes other related tasks. Sets up and removes holiday decorations.
5. Performs routine grounds, parks, cemetery, and beach front maintenance activities including mowing, edging, planting, fertilizing, litter and trash removal, tree trimming and removal, irrigation system maintenance, chipping, leaf pick-up, storm clean-up, and other tasks as required.
6. Participates in cemetery operations including grounds keeping, locating, opening and closing graves, pouring foundations and settling plots. Maintains related records.
7. Participates in planting, transplanting, trimming, and spraying trees, shrubs, flowers, and other landscaping needs. Assists in the annual tree inspection program to determine if trees need to be removed or trimmed.
8. Completes special projects such as spring and winter clean-up and preparations, festival set up and tear down, holiday decoration placement and removal, parades, elections, and other events or activities.
9. Constructs, repairs, and maintains City streets, sidewalks, medians, curbs, gutters, storm sewers, manholes, and related areas. Removes damaged sidewalks and curbs, cuts roots, and forms, pours, and finishes concrete.
10. Applies hot and cold patching, seals cracks, and completes overlays. Paints pavement markings and erects, repairs and replaces street signs and streetlights. Maintains street-lighting systems.
11. Sets up barricades and re-routes traffic for construction projects, special events, and other related projects. Assists in building and placing road signs as needed.
12. Performs snow removal, salt, and sand applications on City streets and sidewalks, municipal drives and parking lots, and the cemetery.
13. Performs routine maintenance, repair, and construction activities tasks related to City storm sewers. Installs and maintains sewers and performs regular testing according to established procedures.

14. Performs routine maintenance, repair, and construction activities tasks related to City utility infrastructure including installing, repairing, flushing, and maintaining water mains and lines, sanitary sewer lines, fire hydrants, and water meters.
15. Constructs, repairs, and maintains City sewer lines, storm drains, catch basins, and related areas. Responds to water main breaks and other utility repair tasks as necessary according to established procedures.
16. Installs, maintains, and repairs water and sewer mains, pump and lift stations, water services, fire hydrants, meters, fittings, and other similar projects to ensure proper operations. Utilizes sewer cameras to flush, cut, check, and clean sewers. Imports data to GIS systems as assigned.
17. Maintains and repairs water valves and fire hydrants. Paints, replaces worn parts, and regularly inspects and maintains records to ensure proper operation. Thaws frozen water pipes and hydrants as needed.
18. Regularly checks sanitary sewer lift stations and performs related preventative maintenance. Checks pumps and other related equipment malfunctions, makes adjustments, and replaces and repairs parts as necessary.
19. Reads water meters inside and outside of buildings, records volume used, and inspects meters and connections. Responds to sewer backups, turns water on and off, and notifies customers when water and sewer services may be disrupted or if there are possible leaks.
20. Assists in maintaining accurate maps of the City's utility infrastructure. Responds to Miss Dig requests and stakes utility lines.
21. Participates in the cross connection program. Conducts inspections, processes and issues notifications, and follows up as necessary. Maintains related records and completes requisite reports.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A high school diploma or equivalent is required. Additional education and/or training in a related field preferred.
- Previous experience performing general or semi-skilled labor in public works, utilities, general maintenance, or related field is preferred.
- State of Michigan Commercial Driver's License (CDL) with the ability to obtain the appropriate endorsement(s), a satisfactory driving record, and the ability to maintain one throughout employment is required.
- Knowledge of the methods, procedures, and tasks associated with construction projects, infrastructure systems repair and maintenance, building and grounds repair and maintenance, and cemetery and marina operations.

- Knowledge of the safety issues and precautions involved in equipment operations and public works operations.
- Knowledge of the tools, materials, and equipment used in the repair and maintenance of infrastructure systems.
- Skill in the use of public works vehicles, light and heavy equipment, tools and related implements used in public works operations.
- Skill in performing preventive maintenance, and repairs on equipment, machinery, buildings, and facilities.
- Basic skill in the use of office equipment and technology, including computers, GIS, and a variety of related software, and the ability to master new technologies.
- Ability to perform safety and sensitive tasks, complete preventative maintenance and repairs, and operate tools and equipment effectively and with attention to detail.
- Ability to diagnose and solve mechanical, electrical, plumbing, and other related building issues.
- Ability to read and interpret drawings and specifications and solve mechanical, operational, or analytical problems related to assigned area.
- Ability to accurately log and record information on work performed related to routine maintenance, installation, and repair activities.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to work outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

### **Physical Requirements and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outdoors, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in

progress, and operate vehicles, hand and power tools, and heavy equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment ranges from quiet to loud.

While performing the duties of this job, the employee is frequently required to communicate with others in person, by telephone, and through a two-way radio. The employee must regularly lift and/or move items of moderate to heavy weight.