



## Position Recruitment Notification For Internal & External Candidates

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**Job Classification:**                      **Equipment Operator**

**Department/Division:**                  Public Works  
**Employment Status:**                      Full-time  
**Hourly Salary:**                              \$21.7153/hr. probationary rate; \$28.9537 after probation  
**FLSA:**    Non-Exempt  
**Union:**    Teamsters Local 705  
**Employment Commission:**                  N/A

**Deadline for Application:**                  **January 31, 2019**

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### POSITION SUMMARY:

This is a single class position under the direction of the Streets Superintendent. This position will operate construction and maintenance equipment in a variety of street maintenance activities including loading, hauling and related operations; snow removal and ice control and to perform semi-skilled maintenance tasks related to maintenance of the public right-of-way. Employees in this class are subject to 24 hour call outs. Must have a valid CDL driver's license or ability to obtain within six months of hire to travel from site to site; some exposure to dust and noise; some heavy lifting, standing, climbing and may work at heights and may work outdoors in inclement weather conditions.

### INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [HR@oak-park.us](mailto:HR@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**



## **EQUIPMENT OPERATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To operate construction and maintenance equipment in a variety of street maintenance activities including loading, hauling, and related operations; and to perform semi-skilled maintenance tasks related to maintenance of the public right-of-way.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Supervisor of Streets and the Superintendent of Streets as well as other management personnel in the Public Works Department.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Operate light construction and maintenance equipment such as power sweepers, dump trucks, jetter trucks, vactors, crane trucks, backhoes, front-end loaders, tack trucks, steel wheel roller, patch truck, sander plow, snow plow and various other equipment for a variety of maintenance and construction operations.
2. Perform additional construction and maintenance tasks such as driving truck, excavating, pouring concrete, spreading asphalt, jack-hammering, flushing streets, flushing and televising main sewers, cleaning catch basins, plowing snow and a variety of minor maintenance activities.
3. Identify equipment needs for each assigned project; pick-up and deliver equipment from construction sites.
4. Install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.
5. Perform snow removal and ice control duties as required.
6. Install and maintain variety of markings and signs including regulatory street signs, numbers, warning and construction signs; document signs used; complete work orders including work performed and material and equipment used.
7. Perform preventive maintenance on equipment as required.

#### **Other important duties and responsibilities**

1. Subject to 24 hour call.
2. Perform related duties and responsibilities as required.



## **EQUIPMENT OPERATOR**

### **QUALIFICATIONS**

#### **Knowledge of:**

Operation and maintenance requirements of power-driven equipment for pavement maintenance.

Practices, methods, and materials used in general construction and maintenance work or experience in pouring and finishing concrete, laying asphalt or a combination of appropriate skills.

Traffic laws, ordinances, and rules involved in heavy equipment operations.

Occupational hazards and standard safety practices.

#### **Ability to:**

Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

Work for short periods of time wearing a respirator.

Operate a variety of light power-driven equipment.

Perform a variety of semi-skilled construction and maintenance tasks.

Read and interpret maps, sketches, drawings, specifications and technical manuals.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Perform heavy manual labor.

Work independently in the absence of supervision.

Learn, understand and apply pertinent laws, rules and regulations.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking or standing for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*



## **EQUIPMENT OPERATOR**

- *Communicating with others*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain reasonable and predictable attendance

Work overtime as operations require

### **Experience and Training Guidelines**

**Experience:** Three years of experience performing maintenance work involving the operation of light and heavy construction and maintenance equipment. **AND**

**Training:** High School diploma or equivalent to the completion of the twelfth grade. **AND**

**License or Certificate:** Possession of a valid Illinois Class B commercial driver license (CDL) or ability to obtain within six months of hire.

### **WORKING CONDITIONS**

Travel from site to site; some exposure to dust and noise; some heavy lifting, standing, climbing; may work at heights; work outdoors and in inclement weather conditions