



## **Job Description**

Position: Heavy Equipment Operator 1  
Primary Location: Highway Department  
Employment Status: Full-time, Hourly, Non-Exempt  
Reports To: Highway Surveyor  
Description Updated On: December 29, 2021

### **Summary/Objective**

The Heavy Equipment Operator 1, under the direction of the Highway Surveyor, Highway Supervisor and Foreman, is responsible for the skilled and semi-skilled manual work and operation of all typical Highway Department equipment in the maintenance, repair, safety and alteration of public roadways, drainage systems, sidewalks and grounds and participates in the Town's snow removal program. Work involves the safe and efficient operation of heavy construction and yard equipment entailing considerable manipulative difficulty in operation. All other duties are as determined by departmental needs. HEO1 is required to work outside of normal hours and/or at night in response to emergencies and on a seasonal or recurring basis. The position functions as the Foreman/Working Foreman in the absence of other supervisors.

### **Essential Functions**

- Operates a variety of motorized equipment such as dump trucks, snowplows, wing plows, front end loaders with various attachments, sidewalk tractors, lawn mowers, basin cleaners, and all other related maintenance and construction equipment as assigned to assist with construction, repair and/or maintenance projects in the Highway Department.
- Operates a variety of electric, hydraulic, pneumatic, and gas-powered tools to conduct a variety of maintenance and construction operations.
- Rebuilds, cleans, and repairs catch basins and manholes; flushes drain systems; paints traffic control markings onto streets; constructs and repairs drain pipes; cleans/clears culverts and brooks.
- Uses a variety of tools and equipment necessary to cut, care for, and maintain trees and shrubs.
- Participates in snow and ice removal and other inclement weather operations and service operations, some of which occur after normal work hours.
- Inspects equipment prior to operation to assure that all controls and safety devices are functioning properly. Lubricates and otherwise services equipment to ensure proper operation, perform DOT circle checks, and reports any significant malfunctions to the supervisor or Head Mechanic and may assist in making necessary repairs and maintenance. Performs preventive maintenance tasks regularly.
- Perform minor maintenance on equipment and machinery.
- Performs other duties that may be assigned by the Highway Surveyor or his designee.
- Maintains work area in a clean, safe, and operable condition and adheres to applicable safety and health rules and regulations. Attends safety meetings and classes as assigned.
- Assists other departments and performs other related duties as assigned.

## **Required Qualifications, Education, and Experience**

High school diploma or equivalent as well as a minimum of three years of experience and/or equivalent training as Equipment Operator; a valid Mass. Class A or B CDL and ability to drive a standard transmission; a valid Mass. Class 2A, 4E, 4G, or higher Hoisting Engineer's license; a valid DOT medical card.

## **Knowledge, Skills & Abilities**

- Must be familiar with materials, methods, practices, techniques, and operation of equipment used in public infrastructure construction and maintenance projects and with snow removal operations.
- Must be able to perform light and heavy physical tasks under varying weather conditions, and to work in confined spaces as well as deep trenches (training provided).
- Knowledge of occupational hazards and the proper safety methods and procedures used to avoid or minimize risks.
- Must have ability to:
  - Work independently and with a crew and multi-task and be able to establish and maintain effective working relationships with supervisors, coworkers, and the general public.
  - Read, interpret, and apply data, drawings, and instructions for assigned work.
  - Read and understand Dig Safe markings.
  - Follow oral and written instructions, rules, regulations policies and procedures and possess excellent verbal and written communication skills.
  - Make quick decisions while performing work in emergency situations
  - Present oneself in a professional manner as a representative of the Town of Milford and the Highway Department.

## **Physical and Mental Job Requirements**

- Moderate to heavy physical effort required in connection with the operation and maintenance of department equipment. Frequent lifting in excess of 30 pounds and occasional lifting of 100 pounds required. Must be able to access all areas of a construction work site. There is likely to be a great deal of standing, walking, sitting, and talking or hearing; use of hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms; bending, climbing, and working in dimly lit areas also required. Must be able to work for long periods of time during weather related conditions. The required number of work hours and lack of sleep can adversely affect the employee as can cold, heat, rain, water, snow, ice, and dangerous driving conditions. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally. Specific vision requirements include distinguishing objects at close and far range, the ability to see color, and the ability to adjust and focus. The use of equipment can often be conducted in hazardous and cramped conditions, and employee must be alert to potential safety hazards at all times.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention

- Emotional/behavioral self- regulation
- Interacting with others

### **Work Environment**

- The functions of this role are conducted primarily in a field environment in a variety of weather conditions which may be adverse at times, and on rough terrain. The work is often strenuous, requiring manual dexterity and stamina and is often performed on uneven surfaces; noise is always present.

### **Hours of Work**

- This role is paid on an hourly basis.
- Typically, employees work 40 hours during a Monday through Friday workweek. HEO1 is required to work outside of normal hours and/or at night in response to emergencies and on a seasonal or recurring basis.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **Other Duties**

The examples of duties 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 or related and within the scope the position.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_