



# CITY OF HOLTVILLE

121 WEST FIFTH STREET

CIVIC CENTER ● HOLTVILLE, CALIFORNIA 92250 ● 356-2912

CARROT CAPITAL OF THE WORLD ☆ WHERE THE CALIFORNIA ANGELS FARM TEAMS TRAIN

## JOB DESCRIPTION

1. JOB TITLE: HEAVY EQUIPMENT OPERATOR
2. JOB LOCATION-DIVISION: \_\_\_\_\_
3. JOB LOCATION-DEPARTMENT: PUBLIC WORKS
4. MINIMUM QUALIFICATIONS: The employee operates, maintains and repairs all gasoline or diesel powered heavy construction or automotive equipment owned by the City, such as, but not limited to: skiploaders, backhoes, forklifts, water trucks, boom trucks, graders, tractors (including caterpillar types), street sweepers, street vacuum trucks, earth-movers, cranes and drag-lines, and their associated equipment. The employee ensures that all equipment is periodically serviced in accordance with established preventative maintenance schedules; accomplishes minor repairs as necessary to all equipment on an as needed basis. The employee must have a working knowledge of and be capable of using hand and power tools in the course of his/her duties. The employee will be required to observe and carry out all safety regulations pertaining to the job. The employee must be able to train unskilled employees in the operation and main-

tenance of heavy equipment. The employee must have a valid California Driver's License. The employee must have the ability to follow oral/written instructions, the ability to work and cooperate with other employees. The employee must be capable of keeping and maintaining equipment useage and maintenance records, as well as time and material records. The employee will be required to respond to emergencies after normal working hours for emergency repairs to City facilities. The employee will be required to perform such other duties as may be assigned by competent authority.

5. KNOWLEDGE: The employee must have a high school diploma or its equivalent; must also have a minimum of four years experience in the operation and maintenance of heavy construction or earth-moving equipment. At least two years of that experience must be at the journeyman level.
6. SUPERVISION: The employee will be under the direct supervision of the Foreman, Public Works Department, or on occasion the Assistant Foreman, Public Works Department. The degree of supervision provided will be to the extent necessary to accomplish the functions of the job. Normally, this will include scheduling of work assignments based on departmental policy and City priorities. The employee will be required from time to time to exercise supervision and lay out work for employees assigned to work with him/her on a specific job.

7. DESIRABLE QUALIFICATIONS: It would be desirable if the employee had some knowledge and experience in gasoline and diesel equipment mechanics, gas and electric welding.
8. DEPARTMENT HEAD: (~~DIS~~) APPROVAL: William E. Bell MAY 29 1979  
(SIGNATURE & DATE)
9. CITY COUNCIL: (~~DIS~~) APPROVAL: [Signature] MAY 29 1979  
(MAYOR'S SIGNATURE & DATE)
10. PERSONNEL OFFICER: [Signature] MAY 29 1979  
(SIGNATURE & DATE)