



# Town of Wytheville

Job Opening

## Job Title: Equipment Operator I

Full-Time with Benefits

Searching for a Licensed Equipment Operator

**ANTICIPATED STARTING SALARY: \$38,000 to 45,000 DOE/DOQ**

**POSTED: 07/02/2024**

**DEPARTMENT:** Public Utilities & Engineering

**FLSA DESIGNATION:** Non-Exempt

**POSITION SUMMARY:** The Equipment Operator I operates a variety of light, medium, and heavy motor equipment utilized in Town construction, maintenance and repair activities; performs a variety of semi-skilled tasks to assist and support Town facility and area maintenance of light, street, water/sewer and storm drainage systems. Will work under the close supervision of the Public Utilities Supervisor or Crew Leader.

➔ **Please review the attached Job Description for additional information.**

**REQUIRED MINIMUM QUALIFICATIONS:** Graduation from high school or GED equivalent, AND at least two (2) years of equipment operator-related, full-time equivalent experience. Valid state driver's license required. A Commercial Driver's License (CDL) is required. Must maintain driver's license and CDL in good standing at all times. Must maintain a driving record satisfactory to Town requirements. Employees may be expected to work hours more than their normally scheduled hours in response to short-term department needs and/or Town-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Must have the ability to: Classify soils and perform as a Department of Labor and Industries competent person on excavation sites. Drive and operate a variety of equipment under varying conditions. Work from construction specifications or blueprints. Perform mathematical skills to include addition, subtraction, multiplication and division); may calculate ratios, rates and percents. Possess knowledge of light, medium and heavy equipment operating principles and a working knowledge of the hazards and safety precautions common to heavy equipment operations.

**HOW TO APPLY:** Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town Municipal Building at 150 E. Monroe St., Wytheville, VA. Please submit completed applications via email to: [human.resources@wytheville.org](mailto:human.resources@wytheville.org), in person to the Department of Human Resources located at 150 E. Monroe Street. Please call 276-223-3341 with any questions related to this posting.

**CLOSING DATE:** Position is open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

**The Town of Wytheville is an Equal Opportunity Employer**

## **JOB DESCRIPTION**

Class Title: **Equipment Operator I (Licensed)**

Department: Public Utilities  
Town of Wytheville  
Worker's Comp Group No.: 054  
FLSA Designation: Non-Exempt  
Effective Date: February 7, 2024

### **GENERAL PURPOSE**

Operates a variety of light, medium, and heavy motor equipment utilized in Town construction, maintenance and repair activities; performs a variety of semi-skilled tasks to assist and support Town facility and area maintenance of light, street, water/sewer and storm drainage systems.

### **SUPERVISION RECEIVED**

Works under the close supervision of a department supervisor such as street construction, street maintenance supervisor, public utilities supervisor or a crew leader.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks, as assigned.*

Operates motor equipment to load, transport, and unload materials, tools, equipment, and personnel to and from job sites and to remove debris or other materials from job sites.

Operates specialized motor equipment to support Town operations, such as street sweeping, street paving, cave in repair, snow removal, water/sewer construction/maintenance/repair, street sanding, pipe washing, installations, erecting structures, excavating, moving and/or grading earth, and other specialized operations.

Operates hand and power tools and equipment, and assists with performing maintenance operations, construction and repair work for assigned department, such as water/sewer maintenance, digging or filling ditches, hoisting materials, tools, and equipment, debris removal, and any related work with a backhoe or other equipment. May include other maintenance tasks. Examples of equipment used may include but is not limited to jackhammers, small motorized machines, mowers and other equipment.

May lead others by giving instructions, providing training, and guiding others to facilitate task accomplishment.

Performs operational tests and inspections of facility systems and components.

Uses tools and equipment responsibly and effectively to complete work assignments. Examples of tools and equipment used are listed below.

## **JOB DESCRIPTION**

### **Class Title: Equipment Operator I (Licensed)**

Performs routine inspection and preventive minor maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in compliance with appropriate safety and security standards. Performs duties and responsibilities in compliance with relevant state and federal regulations, and Town of Wytheville policies and procedures.

Assists with traffic control at work sites as assigned, such as by flagging, to guide traffic through work areas.

Performs administrative tasks such as completing job-related logs and forms, developing schedules and work orders, answering phones, or providing information.

Performs other related duties as assigned. Includes serving as back-up to staff who may be absent, running errands to the Town Office, and performing cleaning or maintenance duties. Employees may be expected to work hours in excess of normally scheduled hours in response to short-term department needs and/or Town-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### ***Education and Experience:***

Graduation from high school or GED equivalent, AND at least two (2) years of equipment operator-related, full-time equivalent experience.

#### ***Necessary Knowledge, Skills and Abilities:***

Knowledge of light, medium and heavy equipment operating principles.

Working knowledge of the hazards and safety precautions common to heavy equipment operations.

Working knowledge of the methods, materials and tools used in street maintenance and/or public utilities work.

Skill in operation of listed tools and equipment.

Skill in time management to complete tasks as assigned within deadline.

Ability to understand and follow oral or written instructions.

Ability to communicate effectively verbally and in writing.

Ability to observe and comply with proper safety precautions.

Ability to establish effective working relationships with other employees, supervisors and the public.

Ability to perform heavy manual tasks under varying weather conditions.

Ability to drive and operate a variety of equipment under varying conditions.

Ability to work from construction specifications or blueprints.

Ability to solve frequent problems.

Mathematical skills to include addition, subtraction, multiplication and division); may calculate ratios, rates and percents.

Ability to classify soils and perform as a Department of Labor and Industries competent person on excavation sites.

## **JOB DESCRIPTION**

### **Class Title: Equipment Operator I (Licensed)**

Must be able to work hours in excess of normally scheduled hours in response to short-term department needs and/or Town-wide emergencies.

#### ***Special Requirements***

Valid state driver's license required. A Commercial Driver's License (CDL) is required. Must maintain driver's license and CDL in good standing at all times. Must maintain a driving record satisfactory to Town requirements.

#### **TOOLS AND EQUIPMENT USED**

Motorized vehicles, equipment, and various hand and power tools, including dump truck, pickup truck, utility truck, street sweeper, street roller, backhoe, loader, grader, snowplow, scrapers, tractors, ditch witch, jackhammers, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, generators, mowers, weed eaters, leaf blowers, small motorized machines, shovels, wrenches, mobile radio, phone, and other related tools and equipment.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Physical Demands:*** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

***Work Environment:*** While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. Performance of essential functions may require exposure to confined spaces.

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

The duties listed above 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, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

