

## JOB DESCRIPTION

**Position Title:** Equipment Operator /Utility Employee

**Department:** Field

**Starting Pay Grade:** 3

### General Description of Work

Semi-skilled work in the operation of medium-sized trucks, backhoes and similar equipment. Employees in this class are responsible for the safe and efficient operation of light automotive equipment; services and makes minor mechanical repairs; operates smaller power tools, i.e., quickie saws, compressor and jackhammer, whacker, etc.; cleans, services, and maintains equipment assigned to the employee. Work also extends to performing manual labor, loading and unloading, digging of ditches, and other manual tasks required or requested.

### **Duties:**

The duties range over a large variety of District activities, including light and heavy physical labor, indoor and outdoor work, and work in groups or alone, depending on the nature of the assignment. Transports personnel and equipment to and from job; operates dump truck, used on a relief basis or as training on more complex equipment, i.e., backhoe, loader. Services and cleans trucks as well as performs manual laboring tasks when there is no need for equipment operator; cutting of brush and mowing; laying of pipe, water leak repair, and meter reading. Completes daily reports. Required to carry an after hours pager when needed and be on 24 hour call. Does any additional work that may be required or requested.

**Supervised by Foreman, Construction Supervisor, or General Manager.**

**Skills, Knowledge and Abilities:** Some knowledge of the operation of tractors, trucks and other automotive equipment under all types of weather conditions; some knowledge of maintenance procedures. Ability to follow oral and written instructions and carry out assignments thoroughly and timely. Ability to lay out and supervise the work of small crews engaged in manual tasks.

Some knowledge of semi-skilled maintenance and manual tasks; some knowledge of hand tools and standard practices of labor operations. Ability to deal with public. Good physical condition; knowledge of traffic and safety rules.

**Education:** Some experience in the operation of automotive equipment; High School Diploma. West Virginia Driver's License required, CDL License and WV Class I Water Operators License preferred, a PSC Meter Tester Certification required.; any equivalent combination of experience and training which provides required knowledge, skills and abilities.