



## The Maryland-National Capital Park and Planning Commission

TITLE: Equipment Operator I

GRADE: T03

DATE: 4/15/2019

SERIES: Equipment Repair and Operation CODE: 2492 EEO: Skilled Craft FLSA: Non-Exempt

7. Identifies equipment needs for assigned projects; may work under the guidance and direction of a Equipment Operator II. Performs routine equipment operations (e.g. load, push, dig, or transfer materials such as dirt, gravel, sand); receives oral and written work orders for equipment assignments. Follows blueprints, engineering drawings, sketches, or stakes marked in ground; may coordinate and lead project work of park/general maintenance or seasonal crew workers.
8. Services and performs general and preventative maintenance on equipment and machinery; cleans equipment and vehicles. Inspects equipment to ensure proper operation; provides routine maintenance (e.g., fill fuel tank, change oil, lubricate parts, change flat tires); drives equipment and vehicles to garage for maintenance and repair. Utilizes tow truck to transport disabled vehicles; keeps records and logs of related maintenance data.
9. Ensures safe and efficient work practices are followed; checks job sites for potential hazards; applies safe and effective methods of machine operation, maintenance, and storage. Uses protective clothing or gear as required.
10. Trains on use and operation of relevant equipment. Performs site planning, assesses job site conditions, and selects appropriate equipment for assignment.

### Important Worker Characteristics:

- A. Knowledge of: (1) equipment operation procedures and characteristics; (2) Commission organization, policies, and procedures\*; and (3) standards (e.g. Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), and Department of Motor Vehicles) of specialized equipment used in equipment operation and safety; and (4) basic landscaping\*.
- B. Skill in operation of: (1) backhoe\*, skid steer loader, dump truck\*, front-end loader\*, roller, tree spade, tow truck, tractors with various attachments and other light to medium equipment machinery\*; and (2) small power equipment\*.
- C. Ability to: (1) direct and follow verbal and non-verbal instructions; (2) understand a system of procedures; (3) read and write routine reports; (4) take lead on small projects; (5) provide customer service; and (5) read blueprints\*.

*\*Typically acquired or fully developed primarily after employment in this job class.*

- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include identifying equipment needs for assigned projects and following blueprints, engineering drawings, sketches, or stakes marked in the ground to perform equipment operation work.

## The Maryland-National Capital Park and Planning Commission

TITLE: Equipment Operator I    GRADE: T03    DATE: 4/15/2019  
SERIES: Equipment Repair and Operation    CODE: 2492    EEO: Skilled Craft    FLSA: Non-Exempt

- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand.
  
- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

### Minimum Qualifications (MQs):

- 1. High school diploma or Certificate of General Educational Development (GED).
  
- 2. One year of relevant light-to-medium equipment operation experience.
  
- 3. Must possess a Commercial Driver's License (CDL) with appropriate endorsements at time of employment. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
  
- 4. Successfully pass Commission medical examination.

### Working Conditions:

Incumbents in this class must frequently: remain in a stationary position, move about inside the office and outside, operate vehicles, tools and equipment, ascend and descend ladders, position self to complete manual work, move equipment, tools and supplies weighing up to 49 pounds and work in outdoor weather conditions. Overtime and emergency on-call time may be required.