The Maryland-National Capital Park and Planning Commission

TITLE:Equipment Operator IGRADE: T03DATE: 4/15/2019SERIES:Equipment Repair and OperationCODE: 2492EEO: Skilled CraftFLSA: Non-Exempt

Class Definition:

Under general supervision, performs equipment operation work involving moderate responsibility, complexity, variety, and dexterity. Operates light to medium equipment (e.g., attachments, tree spades, small rollers, hydro seeders, backhoes, front-end loaders) to perform construction, renovation and maintenance work in Commission parks, gardens and other areas. Performs maintenance and repairs on equipment. Applies knowledge of equipment operation procedures and characteristics, standards of specialized equipment used in equipment operation and safety and basic landscaping. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities. Specific instructions are given for new assignments. The incumbent carries out regular, recurring work independently in conformance with established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), keeps the supervisor informed, and brings procedural exceptions to the supervisor or a higher-grade employee for guidance or resolution. The work is subject to review, and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

- 1. Operates light to medium equipment, attachments, tree spades, small rollers, hydro seeders, and other various pieces of specialized equipment to perform construction, renovation, and maintenance work in parks, gardens, and other areas.
- 2. May operate heavy equipment on projects requiring less skill and complexity, such as large bulldozers, motor graders, cranes, road graders, large rollers, and other heavy equipment to perform routine construction and maintenance work (e.g. grounds excavation work, raising or lowering terrain to specified grade markings) in parks, gardens, and other areas.
- 3. Performs manual labor related to equipment operation (e.g., assists in laying and finishing asphalt and concrete, tree maintenance work and landscaping).
- 4. Transports materials and equipment to and from job sites by operating dump trucks to haul, transport, stockpile, and dump materials (e.g. sand, gravel, rocks, salt).
- 5. Loads trucks by operating forklift and front-end loader to load trucks with lumber, gravel, dirt, asphalt, mulch and other materials.
- 6. Operates trucks with snowplow attachments to plow and remove snow and ice from roads, driveways, and parking lots.

The Maryland-National Capital Park and Planning Commission

TITLE:Equipment Operator IGRADE: T03DATE: 4/15/2019SERIES:Equipment Repair and OperationCODE: 2492EEO: Skilled CraftFLSA: 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 IGRADE: T03DATE: 4/15/2019SERIES: Equipment Repair and OperationCODE: 2492EEO: Skilled CraftFLSA: 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.