

## The Maryland-National Capital Park and Planning Commission

TITLE: Equipment Operator II GRADE: T04 DATE: 4/15/2019  
SERIES: Equipment Repair and Operation CODE: 2493 EEO: Skilled Craft FLSA: Non-Exempt

### Class Definition:

Under general supervision, performs skilled equipment operation work involving considerable responsibility, complexity, variety, and dexterity. Regularly operates heavy equipment (e.g., bulldozer, motor grader) to perform construction and maintenance work (e.g., rough grading and excavation) in Commission parks and other areas. Operates medium equipment (e.g., backhoes, front-end loaders) as a secondary duty. Performs maintenance and repairs on equipment. Applies knowledge of heavy equipment operation procedures and characteristics, standards of specialized equipment used in equipment operation and safety, basic landscaping, excavation and grading work and Storm Water Management compliance. Performs various types of analyses and makes the full range of calculation. 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 heavy equipment, 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; directs work of equipment operators to coordinate with heavy equipment.
2. 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.
3. 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).
4. Operates forklifts and front-end loaders to load trucks with lumber, gravel, dirt, asphalt, mulch and other materials.
5. Operates trucks with snowplow attachments to plow and remove snow and ice from roads, driveways, and parking lots.

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6. Plans projects; identifies and determines equipment needs for assigned projects; typically, responsible for reviewing and reporting job progress. Work is periodically reviewed by supervisor; completes regular, reoccurring work assignments independently, with limited direction. Reports crew activity and work progress to supervisor; assigns and directs crew to correct outstanding problems, or recommends action to supervisor. Ensures preventive measures are used when possible; provides emergency response; attends training to increase knowledge.
7. Receives oral and written work orders for equipment assignments; may meet with architects and engineers to review plans, blueprints. Recommends changes to improve project work; works with supervisors, project managers, and surveyors to review and interpret blueprints, engineering drawings, sketches, ground stakes, and specifications to plan and establish work priorities. Provides training and technical instruction as needed; may coordinate work of crew members at a lower level. Determines unique construction design and materials necessary for historical structures and maintains compliance with historical preservation guidelines.
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); operates welding equipment to repair blades, snowplows, roll bars and other metal parts. 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; performs Storm Water Management (SWM) repairs to Commission facilities.
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. Performs critical Americans With Disabilities Act (ADA) work to remove barriers and maintain compliance. Utilizes personal protection equipment such as foot protection, respirator or protective eye wear while performing duties.
10. May meet with vendors to plan work, obtain quotes; prepares purchase requisitions to hire vendors; monitor on-site vendor work. Checks purchases to ensure materials are received.
11. Maintains inventory of equipment, tools and assigned vehicles for crew. Completes required administrative paperwork and recordkeeping such as leave slips and material lists.

### Important Worker Characteristics:

- A. Knowledge of: (1) heavy equipment operation procedures and characteristics; (2) Commission organization, policies, and procedures\*; (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; (4) basic landscaping; (5) excavation and grading work; and (6) Americans with Disabilities Act and Storm Water Management compliance\*.

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

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- B. Considerable skill in operation of: backhoe, bobcat, bulldozer, crane, dump truck, motor grader, front-end loader, road grader, roller, tree spade, tractor, tractor-trailer truck, asphalt equipment and other heavy equipment machinery.
- 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) provide customer service; (5) work independently or in a crew; (6) review and interpret blueprints and engineering specifications; and (7) direct the work of subordinate personnel.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include work with supervisors, project managers, and surveyors to review and interpret blueprints, engineering drawings, sketches, ground stakes, and specifications to plan and establish work priorities.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information verbally 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. Three years of equipment operation, including a minimum of one year of experience using heavy equipment.
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.