



## City of North Charleston Vacancy Notice

**Position:** Equipment Operator I (Maintenance - 621)  
**Department:** Public Works  
**Pay Grade:** 105 (\$36,380 – \$54,570)

### GENERAL STATEMENT OF POSITION

Under regular supervision, operates a variety of heavy and light equipment and trucks in the construction, maintenance and/or repair of City properties, which may include grounds, roads and bridges, rights-of-way and/or drainage structures, and/or in the collection and disposal of solid waste. Performs related work as required. *\*Full Job Description Attached.*

### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by training and/or experience in heavy equipment operators, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state CDL Class "B" driver's license.

Posted: 5/4/2022

Deadline: **Until Filled**

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR  
Deputy Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

|   |                                     |                         |                   |                   |
|---|-------------------------------------|-------------------------|-------------------|-------------------|
| <b>Job Title:</b>                       | <b>EQUIPMENT OPERATOR I</b>         |                         | <b>Job Code:</b>  | 440               |
| <b>Core Comp Group</b>                  | <b>ADMINISTRATION</b>               |                         | <b>FLSA:</b>      | <b>NON-EXEMPT</b> |
| <b>Pay Grade:</b>                       | 105                                 |                         |                   |                   |
| <b>Effective Date</b>                   | 10/28/21                            | <b>Revision A: Risk</b> | M. COLE 10/28/21  |                   |
| <b>Revision B:</b>                      |                                     | <b>Revision C:</b>      |                   |                   |
| <b>FOR DEPARTMENTAL/OFFICE USE ONLY</b> |                                     |                         |                   |                   |
| <b>Dept.</b>                            | <b>Maintenance and Horticulture</b> |                         | <b>Dept. #</b>    | 621               |
| <b>Location:</b>                        | <b>Public Works</b>                 |                         | <b>EM Status:</b> |                   |
| <b>Reports To:</b>                      | <b>Assigned Supervisor</b>          |                         |                   |                   |

**Summary Objective**

Under regular supervision, operates a variety of heavy and light equipment and trucks in the construction, maintenance and/or repair of City properties, which may include grounds, roads and bridges, rights-of-way and/or drainage structures, and/or in the collection and disposal of solid waste. Performs related work as required.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Operates a variety of light and heavy automotive, construction or related equipment as required, which may include a bush hog, various mowers and tractors, backhoe, dump truck, loader, motor grader, paving machine, bull dozer, roller, tractor trailer, pickup truck, knuckle boom truck, garbage truck, etc.
- Uses equipment for various tasks, which may include hauling and moving materials; clearing trees and obstructions from City properties; mowing grass and removing overgrown vegetation; excavating earth; grading sites; scraping roads / removing snow; paving streets; digging and backfilling trenches; collecting solid waste from businesses, residences and/or convenience centers; hauling dirt, debris and other materials, etc.
- Utilizes various types of small equipment and hand and power tools in the performance of duties, which may include motorized sprayers, chainsaws, etc.
- Uses various tools, which may include grounds maintenance tools and supplies, transit, level, measuring devices, etc.
- Loads equipment and materials onto / off trucks and trailers.
- Inspects machinery and equipment daily to ensure proper condition for the completion of daily responsibilities; performs minor repairs and maintenance, including washing, greasing, fueling, etc.; ensures bolts, hoses and pins are properly secured.
- Performs duties in accordance with all division policies, procedures, and standards of quality and safety.
- Prepares and submits daily work reports.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other City personnel, co-workers, and the general public.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

**EQUIPMENT OPERATOR I**

### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures and policies of the City, department and division as they pertain to the performance of duties of the Equipment Operator I.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Knowledge of and skill in the operation of various trucks and light-to-heavy equipment; is able to operate equipment safely at all times.
- Ability to maintain and perform minor repairs to equipment and machinery as required.
- Knowledge of the methods, materials, tools and equipment used in assigned maintenance work.
- Knowledge of the occupational hazards and safety precautions of the industry; is able to work effectively despite occasional exposure to extreme weather and temperatures, wetness/humidity, machinery hazards, traffic hazards, dust, fumes, toxic agents, dirt, odors, disease / pathogens, etc.
- Knowledge of the layout of City roads and streets as necessary to locate job sites.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to handle required mathematical calculations.
- Ability to read and interpret materials pertaining to the responsibilities of the job.
- Ability to prepare routine records with accuracy and in a timely manner.
- Knowledge of the terminology used within the department.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

### **Minimum Education and Experience Requirements**

Requires a high school diploma or GED equivalent supplemented by training and/or experience in heavy equipment operators, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state CDL Class "B" driver's license.

### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Tasks involve the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of items of moderately heavy weight and occasionally heavier weight.

### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Involves routine and frequent exposure to:
  - bright/dim light; dusts and pollen
  - extreme heat and/or cold; wet or humid conditions

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- extreme noise levels; animals/wildlife;
- vibration; fumes and/or noxious odors;
- traffic; moving machinery;
- potential electrical shock; heights;

### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

### **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.