

BOROUGH OF WILKINSBURG

JOB TITLE: HEAVY EQUIPMENT OPERATOR / CDL DRIVER

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS

REPORTS TO: DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS

LAST REVISED: June 2022

POSITION PURPOSE: The Heavy Equipment Operator or CDL Driver is responsible for the operation of the Hi-Lift, Back-Hoe, tractors, trucks, and vehicles owned by the Borough. This position is included in the Borough's SEIU Union contract. The Heavy Equipment Operator and CDL Driver class is a broad one, with individual duties highly diversified from employee to employee, depending on the needs of the Public Works Department. Although operating heavy equipment and driver duties are the most common type of work performed, these positions also work in parks maintenance, sign crews, pipe crews, and other related areas. Work involves the use of manual tools and some power operated tools. Assignments are carried out in accordance with standard departmental practices, procedures and instructions, which are given and closely checked by a crew leader or Department Head.

POSITION REQUIREMENTS: The successful candidate will have a High School Diploma or equivalent (G.E.D.) and have at least two years of experience with heavy equipment operation. Must be physically able to perform all required duties.

ESSENTIAL JOB FUNCTIONS: Typical duties of the Heavy Equipment Operator include:

- Operates the Hi-Lift to load salt trucks, load cold patch, and other materials as necessary.
- Operates tractors as needed for various jobs.
- Operates the arc and acetylene welders.
- Operates Borough trucks and vehicles as needed.
- Other related duties as assigned by the Director of the Department of Public Works.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: The Heavy Equipment Operator must possess the ability to operate the necessary equipment and be able to take and follow direction. Must be able to communicate effectively and courteously with the public, and be able to give and obtain information when necessary. Able to pass a drug screening and physical examination.

PHYSICAL DEMANDS: (HEAVY) May require standing and walking on uneven terrain or slippery surfaces, lifting and carrying up to 125 lbs., heavy overhead lifting up to 75 lbs., pushing and pulling up to 125 lbs. of horizontal force, climbing ladders and uneven terrain, balancing and jumping, frequent bending and twisting, crawling, kneeling and crouching.

SUPERVISION RECEIVED: The Heavy Equipment Operator/CDL Driver both work under the direction and supervision of the Director of the Department of Public Works.

SUPERVISION EXERCISED: None

EDUCATION, TRAINING AND EXPERIENCE: A High School Diploma or equivalent (G.E.D.) and have at least two years work experience with heavy equipment operation is required. Must maintain a valid PA Motor Vehicle CDL Operator's License, Class B with Air Brake Endorsement.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Heavy Equipment Operator or CDL Driver position

Approved: _____
Department Head

Borough Manager

Original Approval

Revised