



## **Job Description – Equipment Operator I**

### **Human Resources Department**

Winooski is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The city encourages persons with non-traditional skill sets and experiences to apply, even if candidates believe they do not meet 100% of the qualifications and hiring criteria described. All employment decisions are made without regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital status or any other status protected by the laws and regulations within our municipality.

**Description:** The Equipment Operator I is an entry level position within the Public Works department. The EO-I is responsible for a wide range of general labor work associated with maintaining City infrastructure, including but not limited to; streets, water, sewer, and storm water systems, sidewalks, facilities and grounds. The EO-I will be operating a variety of vehicles and equipment that do not require a Commercial Driver's license in order to complete maintenance tasks.

**How to Apply:** Submit a City of Winooski employment application via [winooski.vt.gov/jobs](http://winooski.vt.gov/jobs).

#### **Position Information**

- Pay rate: \$18.77-20.31/hour
- Funding Source: General Fund 100%
- Non-Classified, Full-Time, Non-Exempt, Union
- 40 hours per week
- Required to respond to call-ins as outlined in the AFSCME Contract.
- Reports to: Deputy Director of Public Works
- Direct Reports: None
- Employment reference, background check, Department of Motor Vehicles check and pre-employment physical required
- This position is a member of the American Federation of State County and Municipal Employees Union (AFSCME). Pay scale is consistent with the AFSCME Contract EO I pay grade. The schedule for this position is 6AM - 2PM during the Spring, Summer and Fall months and 5AM - 1PM during winter months. However, the EO I is expected to work evenings, weekends, and holidays during call-in situations; during snow storms, snow removal and other situations when called on to do so.

#### **Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications**

- Valid Driver's License
- Ability to succeed in the following trainings within 12 months of hire: Traffic Control, plowing with a pickup truck, use of sidewalk sweeper, use of skid steer, use of zero turn mower, and storm water training.
- Self-motivated and has the proven ability to accomplish goals and work individually or in a team environment

## Major Responsibilities<sup>1</sup>

% of Effort <sup>2</sup>	Responsibility <sup>3</sup>
95%	Operates a variety of equipment of moderate complexity for DPW projects including but not limited to: lawn mowers, riding mower tractors and sidewalk snow removal equipment, as well as other small park and lawn maintenance equipment. Maintain City roads, sidewalks and parking lots in winter: plow; remove snow with trucks and plow equipment; salt and sand. Perform a full range of basic road/sidewalk maintenance construction work. For example: asphalt and concrete work, catch basin repair and maintenance, street markings, sign installation, etc. Clean debris and rakes fields or other park areas as necessary; clears snow and performs general maintenance on city walkways. Performs general landscaping. Perform janitorial duties with in city facilities as requested. Perform a variety of general manual labor work, including shoveling walks, mowing and brush cutting, painting and general building maintenance and repairs, infrastructure repair and maintenance, collection and disposal of refuse, and the like.

## Minor Responsibilities (5%)

- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.
- Support the City's commitment to equity and cultural competency.
- Encourage and participate in professional development and training activities.
- Demonstrate commitment to the City Team by learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

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<sup>1</sup> Major Responsibilities are the essential functions that the individual who holds the Position must be able to perform unaided or with the assistance of reasonable accommodation.

<sup>2</sup> Approximate amount of total effort, listed from largest to smallest.

<sup>3</sup> State the condition that appears when the responsibility is complete.



## Physical and Mental Requirements

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

**Internal work** may include occasional work performed in climate-controlled office environments, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gasses is limited. Noise level is moderate but may be amplified in certain conditions.

**External work** requires constant exposure to varying weather conditions while performing work at parks, highways or other city locations. Such external work requires exposure to maintenance and construction vehicles and operations and weather extremes which may lead to injuries typical of such work.

- ability to mount and dismount equipment
- ability to move distances within or between locations
- analysis/comprehension – basic
- bending, kneeling, squatting
- carrying (up to 80 pounds)
- clear speech
- climbing
- color perception
- contact with others via phone
- dexterity with hand and finger
- dirt/dust
- dirt/dust
- driving (local/over road)
- exposure to heat and cold typical of work outdoors
- face-to-face contact
- fumes/odors
- hearing/listening
- inside
- judgment/decision making – basic
- lifting (up to 80 pounds)
- math skills – basic
- moving objects
- noise
- noise, moderate to loud
- outside
- pushing/pulling
- reading, basic
- seeing
- sitting
- sitting
- standing
- touching
- use of basic office equipment
- use of mechanical equipment
- use of pressurized equipment
- verbal contact w/others
- vibration due to use of equipment and vehicles such as lawnmowers and power tools
- works with others and alone
- writing – basic