

## POSTING IS REQUIRED

### Classification Notice No. 1343

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: June 17, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the pay grades of Utility Worker from 609-J to 610-J, Senior Utility Worker from 611-J to 612-J, Equipment Operator from 612-J to 613-J, Parking Meter Collector from 609-J to 610-J and Horticultural Worker from 611-J to 612-J. We are also deleting Semi-Tractor Trailer Operator and Tow Truck Operator.**

Last year, CSA Classification and Compensation staff decided to conduct a Maintenance Study on several class series in the Labor Occupational Group. This decision coincided with some compensation issues that affected other classes in the Labor Occupational Group.

The study also addresses a business need concerning employee retention and turnover. Our turnover statistics indicate that there is a high turnover rate for the Utility Worker and Senior Utility Worker classes. This includes a turnover rate of 25.5% for the Utility Worker class and 34.5% for the Senior Utility Worker class.

Consequently, CSA began the Labor Class Study last August. The classes included in the study are the Utility Worker, Senior Utility Worker, Equipment Operator, Equipment Operator Specialist, Semi-Tractor Trailer Operator, Heavy Equipment Operator, and Power Shovel Operator.

This class notice serves as the conclusion of the study. CSA staff spent a great deal of time in the field observing employees perform their duties so that the class specifications could be properly revised and updated.

A summary and examples of equipment for each class follows:

- Utility Worker - performs entry level unskilled manual labor and uses hand tools with no special license required. Examples of equipment include mower, box truck, and scissor lift.
- Senior Utility Worker - performs intermediate level semi-skilled labor and operates light equipment. Some positions require a Commercial Driver's License (CDL). A Senior Utility Worker can be assigned to operate any vehicle as long as the employee has received training on a vehicle and possesses a CDL. All positions in Public Works require a CDL.
- Equipment Operator – performs intermediate level work operating light to medium sized equipment and requires a CDL. Examples of equipment include rear loader truck, dump truck, and aerial bucket truck.
- Equipment Operator Specialist – perform full performance level work operating specialized equipment and requires a CDL. Examples of equipment include paint striper, street sweeper, and sewer line jet truck.
- Semi-Tractor Trailer Operator – performs full performance level work operating semi-tractor trailers and requires a CDL.
- Heavy Equipment Operator – performs full performance level work operating heavy construction and earth moving equipment and requires a CDL. Examples of equipment include front end loader, asphalt compactor, and runway equipment.
- Power Shovel Operator – performs specialist level work operating heavy construction and earth moving equipment and requires a CDL. Examples of equipment include rotomill, back hoe, and asphalt paver.

CSA is recommending that the Semi-Tractor Trailer Operator class be abolished and the employees in that class be moved into the Heavy Equipment Operator class. This recommendation is based on a review of local and nationally comparable cities. It was found that most cities have between 2-4 levels of operators. By abolishing the Semi-Tractor Trailer Operator class, this allows the city to find comparable market matches in the future. Additionally, it is recommended that the Tow Truck Operator class be abolished as the class has not been used in the last ten years and if a Tow Truck Operator position is required in the future, it can be filled at the Equipment Operator level.

Although, CSA is not recommending a title change or a pay grade change for the Equipment Operator Specialist, Heavy Equipment Operator, or Power Shovel Operator classes there will be a brief description of market data in the Pay Rationale Section.

Because the Parking Meter Collector and the Horticultural Worker classes have direct pay relationships with classes in this study, those classes will be included in the study for pay recommendations only

### REVISED CLASS SPECIFICATIONS & PAY GRADE CHANGES

<u>Job Code:</u>	<u>Classification Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
CJ2083/LJ2085/UJ2084	Utility Worker	609 J (\$28,290 - \$41,298)	610 J (\$29,570 - \$43,175)
CJ2084/LJ2042	Senior Utility Worker	611 J (\$30,926 - \$45,140)	612 J (\$32,331 - \$47,204)
CJ1904	Equipment Operator	612 J (\$32,331 - \$47,204)	613 J (\$33,811 - \$49,343)

### PAY GRADE CHANGES ONLY

<u>Job Code:</u>	<u>Classification Title</u>	<u>Current Pay Grade &amp; Range</u>	<u>Proposed Pay Grade &amp; Range</u>
CJ1985	Parking Meter Collector	609 J (\$28,290 - \$41,298)	610 J (\$29,570 - \$43,175)
CJ1933	Horticultural Worker	611 J (\$30,926 - \$45,140)	612 J (\$32,331 - \$47,204)

### ABOLISHMENTS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
CJ2020	Semi-Tractor Trailer Operator	615 J
CJ2076	Tow Truck Operator	612 J

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

### Public Notice of Changes:

The scheduled time for the public hearing is **Thursday July 7, 2011 5:00 p.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Friday July 1, 2011**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday July 5, 2011**.



## Career Service Authority

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### Utility Worker

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs a variety of unskilled, routine work and light to heavy physical labor in support of various construction, maintenance, repair, and operational functions.

#### **DISTINGUISHING CHARACTERISTICS**

This class performs a variety of unskilled, routine work and light to heavy physical labor. This class is distinguished from the Senior Utility Worker that performs a variety of semi-skilled work and light to heavy physical labor in support of various construction, maintenance, repair, and operational functions. The Utility Worker is also distinguished from the Parks Seasonal Laborer that performs entry level work that provides routine seasonal labor and maintenance of parks and golf courses.

#### ***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

#### ***Level of Supervision Received and Quality Review:***

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

#### ***Level of Supervision Exercised:***

No supervisory duties.

## ESSENTIAL DUTIES

Performs unskilled, light to heavy physical labor on a variety of construction, maintenance, and repair projects that involves physical exertion and the use of manual tools and limited use of small power operated tools.

Assists skilled trade workers by performing minor repairs to buildings and facilities including painting, plastering, carpentry, plumbing repairs, and simple elements of electrical systems such as replacing faulty switches and outlets.

Performs minor repairs to gardening and grounds equipment, vehicles, and machinery including repair or replacement of broken parts.

Operates light weight equipment powered by small engines used for maintenance, cleaning, and minor construction projects.

Performs pre-trip inspection on equipment for such things as fluid levels, leaks, condition of hoses and belts, tire pressure, brake lights, and related areas and secures, cleans and cares for all tools and equipment needed for job assignments.

Repairs dumpster lids and hooks, replaces dumpsters as needed, removes dumpsters and delivers them to a welder for more extensive repairs, and steam cleans, paints and labels dumpsters periodically throughout the year.

Places and removes barricades, cones, and other traffic control and safety devices in and around work areas.

Performs exterior maintenance duties including laying sod, fertilizing, mowing and edging fields and lawn areas, spading dirt, pruning shrubs, planting trees and shrubs, raking leaves, watering assigned areas, picking up litter, and clearing dumpster areas.

Lifts and empties heavy solid waste containers into disposal trucks, operates hydraulic compaction unit on city trash collection vehicles, and washes trucks as needed.

Assembles, moves, removes, and relocates furniture, furnishings and equipment as directed.

Observes all common safety practices associated with operating small engines, hand and power tools and other work related equipment.

By position, utilizes hand operated construction equipment such as jack-hammers, air spades, shovels, rotors, metal detectors, and air drills.

By position, performs seasonal street maintenance duties such as snow plowing, salting, sanding, and removal of ice and snow by truck.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### **Competencies, Knowledge, & Skills:**

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Mathematical Reasoning** – Understanding of basic math that will be used on the job including counting, adding, subtracting, and multiplying.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self and others, and is trustworthy.

**Computer Systems** – Utilizes a computer to enter and retrieve data.

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish safe work environment for self and others.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/Hand/Foot Coordination: performing work through using two or more.

Repetitive Motions: making frequent movements with a part of the body.

Feeling: perceiving attributes of objects by means of skin receptors.

Lifting: raising or lowering an object of more than 50 pounds from one level to another.

Standing: remaining on one's feet in an upright position.

Sitting: remaining in the normal seated position.

Climbing: ascending or descending objects usually with hands/feet.

Walking: moving about on foot.

Carrying: transporting an object usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hands.  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Far Acuity: ability to see clearly at 20 feet or more.  
Near Acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distance and space relationships.  
Field of Vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Exposure to: hazards from elector/mechanical/power equipment.  
Exposure to: temperature changes and variations in temperature from hot to cold.  
Exposure to: contact with water or other liquids.  
Subject to: long irregular hours.  
Subject to: many interruptions.  
Subject to: injury from moving parts of equipment  
Subject to: hazards from flammable and explosive gases.  
Subject to: works in precarious or high locations (ladders, scaffolding etc.).

***Education Requirement:***

None.

***Experience Requirement:***

None.

***Licensure and/or Certification:***

By position, requires possession of a valid driver's license at the time of application.  
License must be kept current as a condition of employment.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt  
***ESTABLISHED DATE:*** 9/16/1995  
***REVISED DATE:*** xx/xx/2011  
***REVISED BY:*** Patricia Anderson

***CLASS HISTORY***

7/2003 - As a result of an annual classification maintenance review the class specification was revised into the new class specification format.  
xx/2011 - Class specification was rewritten and updated as part of the Labor Study.



## Career Service Authority

### Senior Utility Worker

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#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs a variety of semi-skilled work and light to heavy physical labor in support of various construction, maintenance, repair, and operational functions.

#### **DISTINGUISHING CHARACTERISTICS**

This class performs a variety of semi-skilled tasks and light to heavy physical labor. This class is distinguished from the Utility Worker that performs a variety of unskilled, routine work and light to heavy physical labor in support of various construction, maintenance, repair, and operational functions. The Senior Utility Worker is also distinguished from the Equipment Operator that operates light to medium sized equipment in the performance of a variety of construction, maintenance and other work in combination with assigned vehicle's operation or mode of function and performs light to heavy physical labor.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.



***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Performs semi-skilled and light to heavy physical labor on a variety of construction, maintenance, and repair projects that involves physical exertion and the operation of light weight motorized equipment and hand and power tools.

Operates construction equipment such as jack-hammers, air spades, shovels, rotors, metal detectors, and air drills and hand digs, excavates, shores, grades, and backfills trenches.

Operates light weight equipment powered by small engines for maintenance and minor construction projects and patches asphalt and paved areas.

Performs semi-skilled work assisting skilled trade workers maintain city infrastructure including routine repairs to buildings and facilities such as painting, plastering, roof repairs, plumbing repairs, and electrical equipment repairs.

Breaks out cement, digs out areas for new cement bases, mixes and pours cement for traffic control boxes, signal light poles, and pull boxes, and installs plastic PVC or metal piping in bases for traffic signal wiring.

Irrigates assigned areas with manual or computerized equipment and applies chemical herbicides, pesticides, and fertilizers onto lawn areas.

Performs exterior maintenance duties including mowing and aerating fields, lawn areas, and ditches, rakes leaves, clears ditches, lakes, pond, and park areas of debris, prunes shrubs, and plants bushes and trees.

Performs minor repairs on gardening and grounds equipment, vehicles, and machinery including repairs of sprinkler systems and may design and fabricate equipment and tools as needed.

Places and removes barricades, cones, and other traffic control and safety devices in and around work areas for construction and maintenance projects in accordance of with traffic regulation requirements.

Performs event set up and strike down including transporting chairs, tables, and other items.

Assembles, moves, removes, and relocates furniture, furnishings, and equipment and repairs and stores articles of furniture.

Observes all common safety practices associated with small engines and hand and power tool equipment operations.

Assists in training and checking the work of other employees on various projects.

By position, operates vehicles at a higher level of complexity on the equipment operation list and in that capacity perform pre-trip inspections on equipment for such things as fluid levels, leaks, condition of hoses and belts, tire pressure, brake lights, and related areas, secure, clean and care for all basic tools and equipment needed for job assignments, and drives vehicle to various job sites.

By position, performs seasonal street maintenance duties such as snow plowing, salting and sanding, removing snow and ice from sidewalks, steps, seats, ramps, and parking lots and hauls ice and snow away by truck.

By position, performs duties associated with working in native and open space areas including weed control and wildlife habitat duties.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Building and Construction** – Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

**Vehicle Operation** – Knowledge of procedures for operating motor vehicles including cars, trucks, or watercraft.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Mathematical Reasoning** – Understanding of basic math that will be used on the job including counting, adding, subtracting, and multiplying.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self and others, and is trustworthy.

**Computer Systems** – Utilizes a computer to enter and retrieve data.

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish safe work environment for self and others.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/Hand/Foot Coordination: performing work through using two or more.  
Repetitive Motions: making frequent movements with a part of the body.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Lifting: raising or lowering an object of more than 50 pounds from one level to another.  
Standing: remaining on one's feet in an upright position.  
Sitting: remaining in the normal seated position.  
Climbing: ascending or descending objects usually with hands/feet.  
Walking: moving about on foot.  
Carrying: transporting an object usually by hand, arm, or shoulder.  
Pushing: exerting force upon an object so that the object is away.  
Pulling: exerting force on an object so that it is moving to the person.  
Balancing: maintaining body equilibrium to prevent falling over.  
Stooping: bending the body by bending spine at the waist.  
Kneeling: bending legs to come to rest on one or both knees.  
Crouching: bending body downward and forward by bending legs.  
Crawling: moving about on hands and knees or hands and feet.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hands.  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Far Acuity: ability to see clearly at 20 feet or more.  
Near Acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distance and space relationships.  
Field of Vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

**Working Environment:**

Exposure to: hazards from elector/mechanical/power equipment.  
Exposure to: temperature changes and variations in temperature from hot to cold.  
Exposure to: contact with water or other liquids.  
Subject to: long irregular hours.  
Subject to: many interruptions.  
Subject to: injury from moving parts of equipment  
Subject to: hazards from flammable and explosive gases.  
Subject to: works in precarious or high locations (ladders, scaffolding etc.).

**Education Requirement:**

None.

**Experience Requirement:**

One year of experience performing unskilled labor work.

***Licensure and/or Certification:***

By position, requires a Class-B Commercial Driver's License with appropriate endorsements.  
By position, requires a valid driver's license.  
License(s) must be kept current as a condition of employment.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 9/16/1995

***REVISED DATE:*** xx/xx/2011

***REVISED BY:*** Patricia Anderson

***CLASS HISTORY*** 7/2003 - As a result of an annual classification maintenance review, class specification was placed in the new class specification format.  
xx/2011 - Class specification was rewritten and updated as part of the Labor Study.



# Career Service Authority

## Equipment Operator

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### GENERAL STATEMENT OF CLASS DUTIES

Operates light to medium sized equipment in the performance of a variety of construction, maintenance, and other work in combination with assigned vehicle's operation or mode of function and performs light to heavy physical labor.

### DISTINGUISHING CHARACTERISTICS

This class is the first level of four classes in the equipment operations series. This class operates vehicles at the Equipment Operator level that is described on CSA's Equipment List and performs general laboring duties.

The General Statement of Duties for the other levels of equipment is listed below:  
For descriptions and level of individual pieces of equipment, please see CSA's Official Equipment List.

#### Equipment Operator

#### Equipment Operator Specialist

Operates medium sized, specialized equipment in the performance of a variety of construction, maintenance, and other work including the use of attachments designed to perform specialized tasks in combination with the vehicle's operation or mode of function and performs light to heavy physical labor.

#### Heavy Equipment Operator

Operates large, heavy industrial equipment and/or semi-tractor trailer equipment which requires a substantial degree of monitoring and/or coordination of the working attachments used in construction, earthmoving, and/or hauling heavy equipment and ground and waste materials and performs light to heavy physical labor.

#### Power Shovel Operator

Operates large, complex specialized industrial equipment in accordance with the nature of the work and the efficiency of operations in construction, earthmoving, maintenance, and/or repair and performs light to heavy physical labor.

Additionally, the Equipment Operator is distinguished from the Crew Supervisor that supervises a crew involved in the repair and maintenance of city streets, sewers, golf courses, parks, airport facilities, traffic devices, and other City facilities/infrastructure/equipment. The Equipment Operator is also distinguished from the Senior Utility Worker that performs a variety of semi-skilled work and light to heavy physical labor in support of various construction, maintenance, repair, and operational functions.

### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Operates light to medium sized industrial equipment while performing construction, maintenance, and other work in combination with assigned vehicle's operation or mode of function and ensures the safe and efficient operation of equipment and a variety of work related tools.

Inspects vehicle for loose parts, damaged or worn tires, proper air pressure in tires, and other items affecting its safe operation and completes a pre/post trip inspection as defined by federal guidelines.

Observes on-board instruments while operating equipment and takes routine corrective action if malfunctions are indicated.

Performs manual labor in construction, maintenance, or other work related duties when not driving equipment to or operating it at the work site.

Assists in preventative maintenance of equipment by washing and servicing vehicles with water, oil, and fuel, performs basic maintenance, and makes minor running repairs.

Keeps trip records and logs, reports defects in the vehicles operations, accidents, traffic violations, or damage to the vehicle.

Responds to public inquiries in a courteous manner and provides information within the area of assignment.

By position, participates in snow removal duties.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Building and Construction** – Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

**Vehicle Operation** – Knowledge of procedures for operating motor vehicles including cars, trucks, or watercraft.

**Vehicle Maintenance** – Knowledge of motor vehicle engines, parts, and systems including their designs, uses, repair, and maintenance.

**Mechanical** – Knowledge of machines and tools including their designs, installation, uses, repair, and maintenance.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Mathematical Reasoning** – Understanding of basic math that will be used on the job including counting, adding, subtracting, and multiplying.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish safe work environment for self and others.

***Physical Demands*** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/Hand/Foot Coordination: performing work through using two or more.  
Repetitive Motions: making frequent movements with a part of the body.

Feeling: perceiving attributes of objects by means of skin receptors.  
Lifting: raising or lowering an object of more than 50 pounds from one level to another.  
Standing: remaining on one's feet in an upright position.  
Sitting: remaining in the normal seated position.  
Climbing: ascending or descending objects usually with hands/feet.  
Walking: moving about on foot.  
Carrying: transporting an object usually by hand, arm, or shoulder.  
Pushing: exerting force upon an object so that the object is away.  
Pulling: exerting force on an object so that it is moving to the person.  
Balancing: maintaining body equilibrium to prevent falling over.  
Stooping: bending the body by bending spine at the waist.  
Kneeling: bending legs to come to rest on one or both knees.  
Crouching: bending body downward and forward by bending legs.  
Crawling: moving about on hands and knees or hands and feet.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hands.  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Far Acuity: ability to see clearly at 20 feet or more.  
Near Acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distance and space relationships.  
Field of Vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Exposure to: hazards from elector/mechanical/power equipment.  
Exposure to: temperature changes and variations in temperature from hot to cold.  
Exposure to: contact with water or other liquids.  
Subject to: long irregular hours.  
Subject to: many interruptions.  
Subject to: injury from moving parts of equipment  
Subject to: hazards from flammable and explosive gases.  
Subject to: works in precarious or high locations (ladders, scaffolding etc.).

***Education Requirement:***

Graduation from high school or possession of a GED Certificate.

***Experience Requirement:***

Equipment Operator differential 700 hours  
Or  
1 year of experience as a Senior Utility Worker in Career Service System  
Or  
1 year of experience servicing equipment at the Equipment Operator level or higher  
Or  
2 years of experience as a Utility Worker in the Career Service System  
Or  
1 year of experience operating equipment at the Equipment Operator level or higher



***Licensure and/or Certification:***

Requires a Class-B Commercial Driver's License with appropriate endorsements.  
Requires Air Brake (L) endorsement.  
License must be kept current as a condition of employment.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 9/16/1995

***REVISED DATE:*** xx/xx/2011

***REVISED BY:*** Patricia Anderson

***CLASS HISTORY*** 07/2003 – Revised existing class into new format as a result of class maintenance study.  
05/2010 – The Physical Demands and Working Environment sections were updated.  
Xx/x2011 – Class specification was rewritten and updated as part of the Labor Study.