

## **POSITION DESCRIPTION**

Class Title: Public Work's Driver/Operator  
FLSA: Non-Exempt  
Pay Range (including lateral hire): \$24.20 to \$26.18

### **Driver/Operator**

#### **GENERAL**

This is a skilled labor position in the operation of light to heavy construction equipment. This position requires the ability to take charge of assigned tasks with very minimal oversight.

#### **SUPERVISION RECEIVED**

Work is done under the direct supervision of the Public Work's Foreman, Crew Leader and general supervision of the Director of Public Works.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Safely and efficiently operate the Town's trucks and construction or power equipment of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies.
2. Perform routine inspections and preventative maintenance on assigned equipment and refer defects or needed repairs to his/her immediate supervisor.
3. Performs all duties in conformance with Federal, State, local and Departmental rules, laws, Ordinances and policies. Follows all safety standards, environmental policies and regulations.
4. Performs required labor involved in construction and maintenance projects as part of a crew, including but not limited to repair and installation of utility infrastructure.
5. Responsible for keeping equipment clean and in good operating condition.
6. Takes charge to ensure minor repairs and adjustments and servicing such as oil and greasing on specialized equipment and adjustments to belts are completed.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### Education and Experience

High School Diploma or equivalent. A minimum of five (5) years in a combination of experience and/or training in the operation of light to heavy equipment.

### Necessary Special Requirement

Must possess a valid State of Maine Class II (B) motor vehicle license.

An individual's history of preventable motor vehicle accidents and moving violations are relevant considerations for employment in this job classification.

Must have completed an OSHA 10 hour training in either construction or general industry.

### Necessary knowledge, skills, & ability

1. Ability to operate and maintain at least four (4) of the following pieces of equipment:
  - a. Loader
  - b. Backhoe (for the purpose of loading trucks or moving material from one location to another)
  - c. Street Sweeper
  - d. Beach Tractor and Rake
  - e. Excavator
  - f. Construction Level
2. Competence is all of the following areas of expertise:
  - a. Care and maintenance of Town trees and shrubs
  - b. Sign replacement and repair
  - c. Ability to perform preventive maintenance on Town vehicles or repair projects under supervision
  - d. Ability to use the following light hand equipment: sidewalk tractor, compactor, and/or mower
3. Demonstrate competence in at least two (2) of the following areas of expertise:
  - a. Knowledge of the Town's stormwater and sewer collections systems
  - b. Ability to read and understand GIS plans to locate and address system deficiencies
  - c. Ability to record data electronically into GIS using handheld devices
4. Considerable knowledge of the occupational hazards and safety precautions necessary in the operations of light to heavy equipment along with the ability to communicate such hazards and precautions to the work crew.
5. Ability to operate various trucks and equipment safely around obstructions and personnel.
6. Ability to understand and carry out written and oral instructions and to assist others in the work crew in understanding and carrying out instructions.
7. Ability to work long hours operating various pieces of equipment in adverse weather conditions.
8. Ability to work with, communicate and inform a group of workers to complete tasks and assignments.

9. Ability to take initiative in maintenance and construction matters and problems.
10. Ability to establish and maintain effective working relationships with supervisors, co-workers, officials and the general public.
11. Availability for on-call rotation within the department.

### **TOOLS & EQUIPMENT USED**

The equipment utilized in this position includes but is not limited to: front end loader, vector, construction level, sweeper, excavator, dump truck and plow truck. In addition mechanical and power hand tools are used for day to day operations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 10 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Old Orchard Beach is an equal employment opportunity employer.

#### **Submit Resume and Application to:**

Town of Old Orchard Beach  
Attn HR Office  
1 Portland Ave  
Old Orchard Beach ME 04064  
Email: [fbeaulieu@oobmaine.com](mailto:fbeaulieu@oobmaine.com)  
Fax: 207-937-5732