

JOB DESCRIPTION

Town of Hopkinton

MAINTENANCE OPERATOR I

GENERAL SUMMARY:

Under the overall supervision of the Director of Public Works (DPW) and the general supervision of the DPW Foreman, the Machine Operator I performs a wide variety of duties including physical labor and the skilled operation of a variety of self-propelled mobile and other light and heavy equipment used in the maintenance and repair of Town property.

ESSENTIAL FUNCTIONS:

1. Be familiar with Town Ordinances, rules, policies and procedures relating to Public Works operations;
2. Maintain and repair road pavements, shoulders, roadsides, drainage areas and signage;
3. Perform preventative maintenance on assigned equipment;
4. Perform physical laboring tasks, such as shoveling, raking, sweeping, digging, etc., as required, to support the maintenance program;
5. Mount and dismount special equipment, such as plow gear and sanders, using equipment instructions and hand tools to prepare the equipment for operation;
6. Perform preventive facility maintenance work, such as painting, cleaning and general repair duties using personal knowledge and the appropriate tools of the trade;
7. Perform operational adjustments, minor repairs and preventative maintenance on power equipment, as directed by supervisory personnel using standard operating procedures, personal knowledge and/or equipment instruction to maintain equipment in a state of operational readiness;
8. Plow and sand the Town's roadways when called upon to do so;
9. On occasion, perform duties and operate equipment of a higher classification, if properly licensed;
10. Interact with the public regarding matters relating to public works issues, when directed by supervisors; and
11. Perform other work, as assigned.

JOB QUALIFICATIONS:

1. Must possess a high school diploma or have obtained a GED issued by a state Department of Education at the time of application;
2. Experience in the operation of highway maintenance, construction or other heavy equipment;
3. Possess a combination of education and experience that is substantially equivalent to the above education and experience requirements;
4. Possess and maintain a valid Rhode Island commercial operator's license, Class B with an airbrake endorsement;
5. Able to obtain and maintain a Rhode Island Hoisting Engineers license for pay loader, backhoe and excavating equipment after being hired;
6. Possess an understanding of construction materials and equipment as they relate to Town projects;
7. Available during adverse weather conditions to sand and plow Town roadways, when called upon to do so;
8. Able to deal with weather extremes, lifting of materials, hazardous road and traffic conditions and loud machinery; and
9. Possess the ability to work effectively and communicate on a day-to-day basis with the public, supervisors, support personnel, contractors and Town staff.

WORKING CONDITIONS:

1. Work is primarily performed in the field;
2. Work is performed during all types of weather conditions; and

WAGES, HOURS AND BENEFITS:

1. Wages, hours and benefits are enumerated in the collective bargaining agreement between the Town of Hopkinton and the Rhode Island Council 94, AFSCME, AFL-CIO, Local 3163.
2. This is a full-time position.

December, 2020