

**Purpose:**

The Grounds Maintenance – Equipment Operator Position serves one department within the Town of Richmond. This position will operate Highway Department equipment as required. This position supervised by the Road Foreman.

**Essential Functions:**

- Park and Town grounds maintenance during the summer months.
- Road maintenance and construction as directed by the Highway Foreman.
- Operating highway machinery and equipment which does not need a CDL license to operate, which may include the tractor, roadside mower and power equipment such as chainsaw and trimmers.
- Adhere to all Town policies and regulations in regard to safety and personnel matters.

**Non-Essential Functions:**

- Perform additional duties as may be directed by the Highway Foreman after maintaining all essential job functions.
- Manual labor such as cutting brush and trees, road repairs, guard rail repairs, and sweeping of roads and intersections.
- Wash and maintain equipment, Town garage floors, shelves, windows and stockrooms.
- Mechanical maintenance on equipment.

**Job Standards / Accountability:**

The primary job function is to operate Town equipment in the proper maintenance of Town grounds and roads in a safe and efficient manner. Other job functions are performed after the primary functions. The quantity and quality of work performed will be reviewed on a regular basis by the Highway Foreman. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period, reported to the Town Manager. Scheduling of all essential job functions is completed by the Highway Foreman.

**Working Conditions:**

Physical requirements include the unsupervised operation of equipment in adverse weather conditions, repair work to highways requiring the operation of heavy machinery and equipment, on-call basis for emergency response, and work on weekends. Some work weeks may require overtime at the direction of the Highway Foreman.

**Qualifications:**

A valid Driver's License, an acceptable DMV Background Check, proficiency in obtaining data for reports, flexibility in weekly work schedule based on the needs of the Town, the ability to operate Highway equipment, knowledge of safety requirements when working in any area, ability to respond to emergency situations quickly and with good judgment, and must be comfortable with roadside work.

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_