

**Heavy Equipment Operator**

Grade 4 - 40 hours per week

**Highway Department**

Effective: 2025

**Purpose:**

The Heavy Equipment Operator serves one department within the Town of Richmond. This position will operate Highway Department equipment as required. This position is supervised by the Highway Foreman.

**Essential Functions:**

- \* Road maintenance and construction as directed by the Highway Foreman.
- \* Operating Highway machinery and equipment including, but not limited to, the dump truck, plow truck and wing, loader, grader, excavator, tractor and roadside mower.
- \* Sanding, salting, and plowing highways and sidewalks during the winter months.
- \* Preventive maintenance on all equipment.
- \* 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, stockrooms and windows.
- \* Mechanical maintenance on equipment.

**Job Standards / Accountability:**

The primary job function is to operate Town equipment in the proper maintenance of Town roads in a safe and efficient manner. 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 employee with approval of the Highway Foreman.

**Working Conditions:**

Physical requirements include the unsupervised operation of heavy 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.

**Qualifications:**

Commercial Drivers License, excellent DMV Background Check, ability to pass Commercial Drivers License Physical Exam, proficiency in obtaining data for reports, flexibility in work schedules based on the need of the Town, the ability to operate all 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: \_\_\_\_\_