



Town of Bristol, Highway Dept.
100 Ayers Island Road
Bristol, NH 03222
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townofbristolnh.org
(603) 744-2441

JOB TITLE: Equipment Operator

DEPARTMENT: Highway

STATUS: Full-Time, Non-Exempt

GRADE: 12

JOB SUMMARY: Operates equipment used in municipal maintenance and construction activities. Performs a variety of laboring duties utilizing hand tools and small power tools.

MAJOR DUTIES:

- Regularly operates trucks, backhoe, front-end loader, grader, road sweeper, snowplow and wing, or similar pieces of equipment.
- Services equipment and makes mechanical minor repairs and adjustments; reports need for any repair to Supervisor.
- Maintains roads and sidewalks, including paving and patching.
- Installs culverts and catch basins, lays pipe.
- Operates trucks and equipment for winter snow removal and other seasonal clean-up operations.
- Picks up trash and removes, as needed.
- Performs various semi-skilled tasks essential to Public Works operations such as using a chain saw, jack hammer, and torches, as well as mowing, sweeping, raking, digging, cleaning culverts and catch basin and cutting and removing brush and trees.
- Loads and unloads heavy materials from trucks; stocks materials in storage areas or at work site; moves sand, dirt, trash, stone, etc. with wheelbarrow.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the functions, operating methods and care required of the heavy equipment used in Public Works projects.
- Knowledge of maintenance requirements of heavy equipment.
- Knowledge of the work hazards, safety practices and traffic laws relating to equipment operation.
- Skill in the operation and care of heavy equipment maintenance and construction equipment.
- Ability to use simple hand and power tools.
- Ability to understand and follow oral and written instructions.

SUPERVISORY CONTROLS: The Supervisor provides continuing or individual assignments by indicating what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The Supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the Supervisor for decision or help. The Supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the Supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations, or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project, or work unit and in related or support units. The contacts are with members of the public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching, or crawling in restricted areas.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts, or machines; with contagious diseases or irritant

WORK ENVIRONMENT continued: chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields, and work in inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action regarding the performance of other employees.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a high school diploma or equivalent.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the job, or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
- Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated (CDL-B).

Equipment Operator Job Description (Full Time) approved by Select Board, December 15, 2022.

Shaun Lagueux

Anita Avery

Les Dion

Don Milbrand

Carroll Brown, Jr.