

JOB DESCRIPTION FOR:
Town of Hamilton
Machinery Equipment Operator (MEO)

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This position is manual work involving safe and efficient operation of various types of motor equipment and the performance of routine manual duties related to the operation of the equipment. Employees operate a variety of self-propelled equipment in the construction, repair and maintenance of highways and bridges and maintain their equipment by performing specific routine maintenance tasks. The work also involves the performance of a variety of unskilled labor tasks and minor automotive repair work. This class is distinguished from that of Heavy Equipment Operator in that the work primarily involves the operation of motor equipment that is not classified as heavy equipment. The incumbent may however, operate heavy equipment on a relief or trainee basis. The work is performed under the general supervision of the Highway Superintendent. The employee may perform other duties as required.

TYPICAL WORK ACTIVITIES: (includes but not limited to):

- Operates equipment in connection with the removal of snow, refuse, and in the transportation of stone, gravel and other road and bridge construction materials;
- Operates and transports a variety of equipment and tools associated with road and bridge construction and maintenance;
- Performs manual tasks such as loading and unloading trucks, digging ditches, cutting trees and brush, cleaning culverts, placing traffic signs, shoveling snow, painting and road/bridge maintenance work;
- Performs minor mechanical repairs on automotive equipment basically as a training device;
- On occasion, may operate a bulldozer, grader, power shovel or other heavy automotive equipment;
- Services assigned vehicle and maintains it in clean condition;
- May mow and perform lawn maintenance on highway department grounds;
- May clean garage equipment storage areas, restrooms, offices, kitchen area and highway office building;
- May perform certain building maintenance activities;
- May transport parts and materials for garage and office operations

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the operation of trucks, tractors and other types of automotive equipment
- Working knowledge of the vehicle and traffic laws and regulations governing the operation of motor vehicles and equipment
- Ability to perform minor automotive repairs
- Ability to understand and follow oral and written instructions
- Ability to communicate effectively both orally and in writing
- Ability to get along well with others
- Manual dexterity
- Mechanical aptitude
- Good hand and eye coordination

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of experience in construction technology or highway maintenance, or a closely related field

SPECIAL NOTES:

- 1.) Possession of a valid NYS Driver's license and clear driving record is required and maintained during appointment. Minimum of Class B is required.