



Position Title:	Auto Equipment Operator/Driver		
Reports To:	Director		
Department:	Plant Maintenance	Job Code:	4215-06E
Prepared By/Date:	Carol Flynn/05-2006	Job Group:	SNE
Approved By/Date:	Prospero Herrera/05-2006	Salary Grade:	6
Revised:	Jennifer C. Brito/4-27-2009	FLSA Status:	Non-Exempt

Summary:

This is skilled work in operation of the complex types of automotive equipment. Responsible for operating all types of vehicles, large trucks, highway tractor/trailer rigs, medium to heavy equipment, frequently with mechanical attachments such as a backhoe, which requires the manipulation of controls on the vehicle and the attachment itself. When not driving or operating automotive equipment, the incumbent is involved in light to heavy physical labor.

Essential Duties and Responsibilities:

- Operates all types of vehicles including heavy trucks, semi-tractor trailer rigs, and street sweeper.
- Operates all sizes of automotive equipment, tractors with attachments such as a large mower (rotary and reel type) auger, front-end loader; back hoe, spreader box, back blade, turf sweeper, spray rig, and other similar maintenance equipment.
- Operates bucket trucks and aerial work platform rigs at considerable heights.
- Operates medium to heavy powered equipment such as jackhammer, hydraulic saw, trench digger, compactor, roller, and compressor, pumping equipment.
- Participates generally in the laboring work of the crew, occasionally acts as a leader and is responsible for the performance and supervision of small groups assigned to him for a specific project.
- Washes, cleans, and gives routine first level maintenance to the vehicle and/or equipment assigned.
- Performs related duties as required

Knowledge, Skills and Abilities:

- Knowledge of the operation, maintenance, and uses of all types of vehicles, trucks and complex equipment.
- Knowledge of traffic and other regulations governing the use of equipment.
- Knowledge of the occupational hazards involved and the safety precautions necessary in the operation of equipment.
- Physical strength and ability sufficient to operate medium to heavy equipment.
- Skill in the operation of vehicles, including semi-trucks to 45,000 GVW, medium to heavy equipment such as tractor with backhoe, front end loader, auger, turf renovating, mower, sweeping attachment, street sweepers, bucket trucks, high-lift at 80 to 100 feet height, grounds maintenance, renovating, turf care equipment, spraying equipment and other complex equipment, such as trench diggers, asphalt resurfacing and seal coating machinery.
- Ability to read, write and converse in the English language.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-to-one and small group situations to customers, clients, and other employees of the organization.

- Ability to make emergency repairs to motor driven equipment.
- Ability to understand and follow all written instructions in English.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually loud.

The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, reach with hands and arms and talk or hear. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Less than High School or any equivalent combination of experience and training.
- Four (4) years experience in the operation and routine maintenance of vehicles, trucks and automotive equipment used in the grounds maintenance and other parts of the maintenance function of the physical plant.
- Must possess a valid Florida chauffeurs license.
- Must be available for weekend and overtime work when required.
- Must be able to obtain restricted pesticide applicators license within eighteen (18) months from hire date.
- Must be able to work at considerable heights.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name