

Job Class Code: 4200	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to operate motor equipment in support of extremely difficult or highly complex City maintenance operations and to lead or supervise other workers. The class is responsible for supervising workers, and overseeing operation of, or operating light, medium, and heavy motor equipment, equipment maintenance and service, planning and overseeing City facility and area maintenance, and administrative tasks. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Monitors schedules and develops daily plans and requirements for work assignments; insures required job materials, equipment, personnel, and tools are available. • Operates, or oversees operation of, motor equipment to transport materials, tools, equipment, and personnel to job sites and to remove debris or other materials from job sites. • Operates, or oversees operation of, specialized motor equipment to support City operations such as street paving, cave in repair, snow removal, street sanding, pipe washing, and other specialized operations. • Operates, or oversees operation of, hand and power tools and equipment to support maintenance operations such as weed cutting, debris removal, grass cutting, digging or filling, and other maintenance tasks. • Leads or supervises others including training, assigning and evaluating work, counseling, disciplining, and terminating, or recommending termination. • Performs safety checks of job sites, equipment, tools, and other factors involving safety; performs operational tests and inspections of facility systems and components. • Inspects motor equipment and performs routine maintenance and service; reports malfunctions to supervisor. • Assists with traffic control and provides information to public if required. • Performs administrative tasks such as completing job-related logs and forms, developing schedules and work orders, answering phones, or providing information. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division; may calculate ratios, rates, percents, areas, or volumes.
Language Requirements	Reads technical instructions, blueprints, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting subordinates, coworkers, and the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires completion of 10 th grade in high school. High school diploma, GED, or specialized vocational training is preferred
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. A Commercial Driver's License (CDL) is required. Specialized certifications may be required based on department assigned.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 11/18/2019