



CITY OF COLLEGE PARK

Class Description

Job Title: Motor Equipment Operator I (MEO I)

Reports To: Crew Supervisor

FLSA Status: Non-Exempt

General Description

The purpose of this class within the organization is to operate light to medium motorized vehicles and equipment throughout the city, performing a wide variety of tasks. The operator will, at times, perform and assist with refuse, recycle, and leaf collections and perform additional manual labor.

This class works under close supervision according to set procedures and reports to the Crew Supervisor.

This position is considered essential in emergencies and severe weather events. Incumbents must be willing and able to work long shifts in adverse conditions. All essential personnel may be required to report for duty on short notice or remain on duty for longer than the normal shift.

Duties and Responsibilities

The functions listed below are those that represent most of the time spent working in this job. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Collects and assists with trash, special trash, and recycling from residences and businesses.

Performs and assists with yard waste and brush removal.

Packages, sorts, and delivers electronic and other assorted recyclable items; provides a quantitative assessment of material to track the amount and variety of material going out.

Drives light and medium-weight vehicles such as refuse trucks, dump trucks, roll-offs, boom trucks, sweepers, snowplows, bobcats, etc.

Installs street signs, paint curbs, power washes garage and sidewalks, fills potholes, collects litter, and removes graffiti.

Removes snow from City streets, parking areas, trails, and sidewalks.

Training crew members and new employees on operational procedures and operating various equipment.

Additional Duties:

Drives passenger bus (with appropriate license endorsement).

Follows and maintains safety standards.

Ensures street signs are present and in compliance with federal and state regulations.

Performs related work and special projects as assigned.

Responsibilities, Requirements, and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs arithmetic operations using data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies, and the general public.

Speaks with or signals to people to convey or exchange information of a general nature.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or vehicles.

Mathematical Responsibility:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic addition and subtraction, such as weighing or measuring.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures, or work orders.

Writes routine sentences, completes routine job forms and incident reports, and speaks routine sentences using proper grammar.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring a few decisions affecting the individual and a few co-workers.

The work environment is stable, with clear and uncomplicated written/oral instructions but with some variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration, and creativity required by the job and the presence of any unusual pressures present in the job.

Work involves set procedures and rules but with occasional problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors could be moderately serious and can result in the loss of life.

Errors affect the work unit and may affect other units or citizens.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Medium to heavy work involves walking, standing, stooping, lifting, digging, pushing, and raising objects.

May exert between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

Work is normally performed outdoors in all weather conditions. Must be able to work in weather extremes such as rain, snow, freezing rain, and hot temperatures.

Exposure to unpleasant or unsafe environments and traffic hazards.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Uses machines, tools, equipment, or work aids involving moderate latitude for judgment regarding the attainment of a standard or in selecting appropriate items.

Drives a variety of light and medium-weight vehicles.

Uses Two-way Radio for communication.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to traffic, moving machinery and occasional exposure to toxic/caustic chemicals.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include the safety of subordinates).

Requires responsibility for the safety and health of others and/or enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

A high school diploma or equivalent.

1-2 years of experience operating motorized equipment.

Valid Class B Driver's license in state of residence

A safe driving record.

Special Certifications and Licenses:

Valid Class B Driver's license with the following:

- Air Brake, Tanker, and Passenger endorsements

Americans with Disabilities Act Compliance

The City of College Park, MD, is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.