



## Lehigh Acres Municipal Services Improvement District Job Description

Job Title: Heavy Equipment Operator III  
Department: 2-Field/Canal Maintenance  
Pay Grade: 8  
Reports To: Field Director  
FLSA Status: Non-Exempt  
Bargaining Status: Bargaining  
Prepared By: David E. Lindsay  
Prepared Date: 8/31/98  
Approved By: Board of Commissioners  
Modified Date: September 15, 2014

**SUMMARY:** Operates at least four types of heavy equipment, while maintaining the water control system and other infrastructure of the District. The HEO III performs the following duties, other duties may apply:

**EDUCATION AND EXPERIENCE:** High school diploma or general education degree (GED); and two (2) full years of experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

**External Hire:** Must maintain all certifications, licenses, and registrations required for the lower level HEO positions. Must possess a CDL "B" with hazmat. Must certify on four types of heavy equipment within 90 days. Must complete FWPCOA Stormwater B & C or FSA I, or Sediment and Erosion Control Course within 90 days taking into consideration the budgetary requirements of the Department and the scheduling needs of the employees as determined by the Department Head and the District Manager. Must complete 16 hours Flagging Course within 90 days.

Any certifications, licenses, etc. required as part of the job is the responsibility of the employee during the 90-day probationary period; once an employee has reached regular status they may submit these certifications for reimbursement.

All licenses, certifications, etc. must be kept current and active unless otherwise documented from the department head.

**Internal Hire:** Must maintain all certifications, licenses, and registrations required for the lower level HEO positions. Must possess a CDL "B" with hazmat. Must be certified on four types of heavy equipment. Must have completed FWPCOA Stormwater B & C or FSA I, or Sediment and Erosion Control Course taking into consideration the budgetary requirements of the Department and the scheduling needs of the employees as determined by the Department Head and the District Manager. Must have completed 16 hour flagging Course.

All licenses, certifications, etc. must be kept current and active unless otherwise documented from the department head.

**SUPERVISORY RESPONSIBILITIES:** May be required by management to supervise lower level field personnel.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Duties may include, but are not limited to the following:

Receives written work orders or verbal instructions from the immediate Field Director, assigned Supervisor, Assistant District Manager or District Manager.

**Operation of District heavy equipment which includes but is not limited to:**

Operates track hoe to clean canals, ditches and slope banks.

Operates rubber-tired front-end loader, equipped with front-mounted hydraulically powered bucket used to scoop or lift and transport bulk materials to and from storage areas. May be equipped with front-mounted rake attachment used to clear land.

Operates bulldozer equipped with concave blade attached across the front to gouge out, level and distribute earth and push trees and rocks from an area, making several passes and bringing the area to a finished grade.

Operates rubber-tired loader backhoe to repair District rights-of-way, cleans canals, ditches & slope banks. Loads dirt or debris into dump truck.

Operates grader to perform minor clearing or dressing canal rights-of-way.

Operates weed harvester for aquatic plant removal from water bodies.

Drives truck equipped with dump body to transport and dump loose materials such as sand, gravel, crushed rock, or bituminous paving materials. Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil and water.

Other heavy equipment operations may be called upon.

**Operation of District mowing equipment which includes but is not limited to:**

Operates tractor to cut grass with bat-wing implement or slope mower attachment. Moves levers and/or steering wheel to control tool bars or attachments to a clear right-of-way. May be outfitted or equipped with necessary attachments to apply herbicide.

Operator may be required to fasten attachments to tractor with clevis or wedge pin hitches.

Operator may be required to connect hydraulic hoses, belts, mechanical linkage, or power take-off shaft to tractor to provide power to raise, lower or tilt attachments.

Delivering and dispensing fuels, greases, oils and performs minor repairs on equipment.

Drives dump truck to deliver fill or other materials to work sites. Loads fallen tree limbs, roadside trash or chemical containers into dump truck and delivers refuse to landfill.

Repairs streets with asphalt, cold patching materials and concrete.

Removes and replaces signs including but not limited to traffic, park and trespassing.

Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment.

Cuts grass and trims weeds on District property or easements.

Cleans buildings, paints interior and exterior walls and trim, washes windows and empties trash cans.

Applies herbicides using various application equipment.

Fills sprayer tank with water and chemicals according to formula.

Pulls spray hose from boat, tractor or truck-mounted reel, turns knob, presses lever, and points nozzle selected according to job site characteristics, such as type of infestation, wind direction and velocity, plantings and terrain, to spray plants.

Occasionally manipulates levers that control hydraulically powered, boat, tractor, or truck-mounted boom to position spray wands and release chemical solutions under pressure to spray ground areas.

Maintains water control facilities by cleaning debris, installing or removing boards to manipulate water level.

Other duties that may be required but are not limited to the operation of district equipment within the fleet. May perform additional duties when called upon by department heads.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization. May be given a skills assessment test.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute area, average and to calculate chemical tank mixes from information on chemical label as well as field data. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. May be given a skills assessment test.

**REASONING ABILITY:** 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. May be given a skills assessment test.

**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 regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee is occasionally required to walk on uneven and sloping grounds; (ditch-banks) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; extreme heat; and vibration. The employee is frequently exposed to fumes or airborne particles, outside weather conditions, and extreme cold. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud. The employee will occasionally be required to wear safety equipment. This equipment will be dictated by the type of work or work environment.

Change Log:

- Revised 2017/07/26 – Scrivener’s error in memo dated 2014-09 regarding certifications for Stormwater training.
- Changed East County Water Control District to Lehigh Acres Municipal Services Improvement District.
- Changed Canal Maintenance Manager to Field Operations Director.
- Changed font to Times New Roman.