

Light Equipment Operator (3523) Task List (2016)

Equipment Operation

1. Mows and/or conducts weed abatement work by operating tractors equipped with front or rear attachments such as a gang unit, large turf rotary, reel mowers, and hydrostatic mowers.
2. Operates a Tractor-C with a variety of front and/or rear-attachments, such as front-attached or walk-behind scrubbers, rotary brooms, solution and recovery tanks, gang mowers, hammer knives, discs, rakes, drags, augers, aerifiers, fork attachments, and carry-alls, in order to perform work which may include but is not limited to, scrubbing and cleaning City facilities including parking lots, mowing, cutting, raking, digging, turf management, landscaping, and dragging baseball diamonds.
3. Excavates trenches by operating a small utility truck attached with units such as a backhoe or small riding backhoe trencher for repairs and installations of streets and/or parks.
4. Operates a skip loader, using attachments such as a front bucket, gannon, fresno, and/or box-drag in order to perform tasks such as digging, grading, loading, landscaping, rough and finish grading, and cutting and scraping baseball diamonds.
5. Operates small motor sweepers, such as rotary brooms, in order to clean City service yards, parking lots, and/or sidewalks.
6. Loads and secures equipment, such as backhoe trenchers and skid steers, onto an equipment trailer by manually lifting the equipment or driving Class-C tractors and skip loaders onto and from trucks or trailers, and using tools such as chain binders and ratchet straps to ensure that equipment is transported safely and securely and is in compliance with City, state, and federal laws.
7. Transports equipment such as gasoline-powered sweepers, tractors, trencher backhoes, rear and front attachments, root-cutting machines, aerifiers, and lily-spreaders, by driving a light truck [less than 28,000 lbs. rater gross vehicle weight] that may use an equipment trailer, to ensure that equipment is moved to and from the work site and/or for repairs.
8. Cuts surface roots of trees, stumps, and shrubbery by using a hydrostatically-driven root-cutting machine or other similar equipment in order to ensure public safety and maintain landscape aesthetics.

Maintenance and Repairs

9. Cleans equipment such as tractors, front and rear attachments, sweepers, scrubbers, backhoes, trucks and/or trailers as required by equipment manuals and hour intervals by using soap, cleaning solution, water and/or a hose with a high-pressure nozzle, and then lubricates equipment, such as the arms of front loaders, and all moving parts of front and rear attachments, using a lube gun and rags to apply lubricant in order to keep the equipment in proper operating condition.

10. Makes minor repairs and/or adjustments, such as removing a hose from equipment, changing and/or adjusting blades, and replacing the drive belt on equipment, which may include root-cutting machines, and mowing and cutting attachments, using hand and power tools, such as sockets, wrenches, screwdrivers, pliers, bolt cutters, and pneumatic drills and grease guns, in order to keep equipment in proper operating condition.

Maintenance and Physical Labor

11. Cleans up and blows-out debris, such as trash, litter, grass, leaves, and/or weeds, by hand, large hand tools, and/or equipment such as a walk-behind blower or gasoline-powered backpack blower, rakes, shovels, and pitch forks in order to keep work site clean and gather debris efficiently.
12. Trims tree branches using saws, such as tree surgeon hand saws and/or fan saws, in order to remove branches that may interfere with tractor equipment operations.
13. Digs and backfills holes and/or trenches using hand and power tools such as a backhoe, pick, shovel, rake, lute, hand-tamp, pry-bar, and/or skill saw in order to perform work such as fencing and power pole installations, planting, and assisting personnel such as an Irrigation Specialist and/or Water Utility Worker with irrigation and domestic pipe repairs to ensure completion of their assignment.
14. Fills trenches with asphalt by using shovels, rakes, and/or small hand roller vibrating plates in order to complete the filling of holes made for street repairs.

Department-Related Administrative Tasks

15. Fills out reports and/or logs such as a daily equipment check list and mileage forms by hand to record information, such as work activities, equipment usage, accidents occurred, and repairs completed and/or requested to ensure that proper documentation for equipment is noted.
16. Requests (verbally) materials, equipment and/or services such as repairs needed by contacting the appropriate personnel such as supervisors and/or other management in order to inform and/or obtain the necessary equipment and services needed to sustain operations.