

Middle Rio Grande Conservancy District Position Description



POSITION: Light Equipment Operator
FLSA: nonexempt
GRADE: 55
SUPERVISOR: Equipment Operation and Maintenance Supervisor or Division Manager
DEPARTMENT: Division Field Offices

Position Summary:

Ensures water delivery by building, repairing, and maintaining canals, ditches, lateral waste ways, drains, right-of-ways, roads, dams and other District facilities and structures through the use of Tractors with mower attachments, Skid Steel Loaders, forklifts and mini excavators.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Hauls dirt, trash, rip rap, materials and equipment away from and to work sites.
- Ensures water is unimpeded and flowing by cutting and mowing weeds as well as other duties to make sure ditches, laterals, drains and waste ways are free of obstructions.
- Uses equipment to repair ditch breaks and overflows. Performs erosion control operations by pushing dirt, back filling, compacting and ripping or gouging ditch banks
- Maneuvers equipment on muddy, sandy, dusty, slippery, icy and unimproved ditch banks and maintenance roads to reach areas needing repair, maintenance or construction.
- Ensures machines are in safe operating condition by checking fluid levels, electrical systems, and cables and sheaves; ensures gages are operable and correct; equipment is properly lubricated, and evaluates overall wear and tear.
- Maintains records of scheduled and completed maintenance, work orders and other reports as requested; completes forms according to established policies and procedures.
- Repairs, constructs and/or maintains ditches, canals, laterals, waste ways, drains, facilities and structures by physically pulling weeds, cutting wood, digging ditches, pulling debris from flowing water; uses shovels, potato hooks, pitch forks, hand burners, machetes, power burners and other power or hand tools to support the delivery of water.
- Responds to emergencies in a timely manner to prevent damage to private, public and District property.
- Observes safety rules, and ensures and maintains a safe environment.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- High School Diploma or GED.
- One year experience in the operation of equipment; or equivalent combination of education and experience.
- Ability to effectively operate at least two of the following pieces of equipment: Mowers, skid steers, forklifts and mini excavator. A forklift operator certification will be required within one year of hire.
- Successfully complete a drug and alcohol screening and criminal background check.
- Employment will be contingent upon the successful completion of a physical examination and meeting the physical standards required to perform job tasks.

Knowledge, Abilities, Skills, and Certifications:

Knowledge of:

- the capability and application of assigned equipment
- basic construction techniques and practices

Ability to:

- communicate effectively, both verbally and in writing
- carry out instructions furnished in verbal or written format
- analyze situations and adopt appropriate courses of action
- handle multiple tasks and meet deadlines
- develop and maintain positive working relationships with district employees and the public
- demonstrate excellence in everything, and continually seek improvement in results

Skill in:

- using various hand tools, power tools, chain saw, shotcrete equipment, and tampers
- driving vehicles and heavy equipment over unimproved, dusty, muddy, and slippery ditch banks
- using safety and equipment devices; and utilizing safe and proper lifting techniques

Physical Demands:

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to sit; climb or balance; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment:

Work is generally performed outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged sitting is a common occurrence. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Driving on paved and unpaved and/or uneven roadways is required for completing work orders and working in sensitive and/or hazardous areas is common.