



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 531.3

Job Title: **EQUIPMENT OPERATOR III**

Pay Grade: 13

GENERAL SUMMARY:

Assists in coordinating personnel in operating a variety of heavy equipment safely and efficiently to transport materials and supplies to complete work assignments.

RESPONSIBILITIES:

- May coordinate and monitor work assignments and personnel.
- Operates heavy equipment as assigned
- Operates trucks to transport equipment to work sites.
- Maintains inventories, reports, and records.
- Maintains a clean and safe work area.
- Cleans and services equipment.
- Performs pre/mid-day/post inspections on all equipment assigned.
- May perform other duties as assigned.

FUEL TRUCK OPERATOR (FLEET DEPARTMENT ONLY):

- Operates fuel trucks such as bobtails, tankers, and pick-up trucks.
- Picks up, transports, and delivers unleaded and diesel fuel to City of sites and generators.
- Cleans, inspects, and services fuel trucks, and fuel sites for operation and compliance.
- Removes water from sumps and spill buckets.
- Investigates and responds to emergencies such as fuel spills.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

Two years of experience in the operation of plant and automotive equipment are required.

License: Must have a valid Class A or B Commercial Driver's License and comply with the City of Houston's policy on driving; in addition, Fuel Truck Operator's License must also have a Hazmat "X" endorsement.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make fairly complex coordinated and sequenced motor movements in response to quickly changing external stimuli.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Equipment Operator I
Equipment Operator II
Equipment Operator III

Effective Date: October 1990

Revised Date: June 2020