

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 28, 2007

MOTOR EQUIPMENT OPERATOR III

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position exercising authority over Laborers, Motor Equipment Operators, Motor Equipment Operators II, and when necessary, other department personnel. Employees in this class also participate in the performance of recurring manual duties in connection with the operation and preventative maintenance of motor equipment. The incumbent does not perform diagnostic testing on equipment rather this work is performed by an Automotive Mechanic. Incumbents receive general direction from a department head, but are responsible for the safe and economical operation and care of their equipment on assigned tasks. Periodic inspections are made of work in progress. The position is distinguished from that of Motor Equipment Operator II by the level of responsibility and degree of direct first-line supervision exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides first-line supervision to an assigned group of Motor Equipment Operators, Motor Equipment Operators II, Laborers and, when necessary, other department personnel; This includes planning, organizing and controlling the activities of the department toward predetermined objectives which involves assigning and reviewing work; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of morale and discipline;
2. Assigns work to department employees and supervises ongoing jobs to ensure work is completed in an efficient, safe and timely manner and schedules personnel to provide coverage for all shifts;
3. Operates a truck in connection with the collection of garbage, ashes, snow and in the transportation of sand, stone, gravel and supplies;
4. Operates a tractor or truck with power mower, trailer, snow loader, bulldozer, concrete mixer, stone crusher or other attachment;
5. Operates a power grader, road grader, hydraulic excavator, snow plow, backhoe, and all other road construction related equipment;
6. Performs minor repairs, such as changing tires, and preventative maintenance on automotive equipment;
7. Performs manual labor, such as loading trucks, erecting snow fences, landscaping, building and ground maintenance, cleaning culverts, repairing and constructing roads, and flagman duties;
8. Informs department head of inventory quantities when more supplies are needed;
9. May be assigned to the installation and maintenance of water and sewer facilities;
10. May be assigned to supervise the installation of culvert pipes or the removal of trees by private contractors;
11. When necessary, maintains records and completes reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of tractors, trucks and other automotive equipment; ability to plan, schedule and assign work; ability to supervise the work of others; ability to secure the cooperation of subordinates; ability to understand and follow simple verbal and written directions; ability to maintain inventories and prepare simple reports; mechanical aptitude; good judgment; resourcefulness and initiative; industry; dependability; physical condition commensurate with the demands of the position.

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent non-competitive status as a Motor Equipment Operator II immediately preceding the date of written examination.

MINIMUM QUALIFICATIONS:

Three (3) years of experience in the operation of some type of automotive and motorized construction equipment **and** one (1) year of supervisory experience.

SPECIAL REQUIREMENTS FOR PERMANENT APPOINTMENT:

Possession of appropriate class of New York State motor vehicle license as required by administrative letter of the appointing authority.