



## POSITION DESCRIPTION

Class Title: Excavator  
Department: Electric  
Date: 04/28/2022

Grade Number: 54/2

### **GENERAL PURPOSE**

Performs a variety of skilled construction and maintenance work, operating a variety of heavy duty construction and maintenance equipment in the construction, operation, repair, maintenance, and replacement of City Electrical System facilities.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Underground Crew Working Forman, but is expected to exercise a considerable amount of technical skill, initiative, and independent judgment in the performance of assigned duties, without constant close scrutiny and supervision.

### **SUPERVISION EXERCISED**

None generally. May serve as a lead worker over lower level maintenance workers on a project, depending on the nature of the assignment and requirements of the project.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Drives, operates, services, and performs minor repairs to heavy and semi-heavy excavation equipment involved in any variety of construction and maintenance tasks.

Operate directional boring equipment according to manufactures procedures. Maintain all equipment assigned to them and service at frequent intervals to insure that all aspects of the systems are functioning properly. Operate sophisticated electronic underground utility locating equipment.

Operate a trencher for ditching, leveling, and smoothing to grade.

Requests and verifies the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Performs the duties and responsibilities of an Excavator in training or lower level employee when necessary and in the best interest of efficiency. Performs material recordkeeping for equipment assigned to them. Consistently display an energetic and assertive initiative in pursuing goals.

Hauls materials and equipment to job sites: loads and unloads equipment, materials, and supplies. Installs conduit and string lines also backfills ditches.  
Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.



Drives trucks, excavating vehicles and combination vehicles of various sizes and weights in the loading, hauling and unloading of various equipment, soils, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Uses trencher and or mini-excavator in installation process of conduit and or pipe. Ability to determine when facilities are constructed to specifications. Locate underground obstacles using ground penetrating radar.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, laying of electrical pipe and backfilling.

Performs concrete work on streets, sidewalks, parking lots, electrical equipment pads, patios, curbs, and retaining walls.

Assists in the training of lower level employees to increase their skills in the performance of their assigned duties.

Operates a variety of power construction and maintenance equipment used in the City Electrical Department.

### **PERIPHERAL DUTIES**

None.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Four (4) years of experience relating to construction, maintenance, or repair, or
- (C) Any equivalent combination of education and experience, substituting nine (9) months experience for each year of vocational-technical level education.

Necessary knowledge, Skills and Abilities:

- (A) Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions; Ability to exercise a moderate amount of independent judgment.



## **SPECIAL REQUIREMENTS**

Obtain and maintain a valid Oklahoma State Driver's License with a Class A CDL certification, with a driving record acceptable to the City's insurance carrier.

## **TOOLS AND EQUIPMENT USED**

Motorized on and off road vehicles and equipment, including dump truck, tilt-bed truck, truck-mounted winch, pickup truck, utility truck, trencher, rotary-type boring equipment, directional boring equipment, jack-hammer, fork-lift, pressurized water excavating equipment, high pressure vacuuming equipment, tamper, brush mower, saws, equipment trailers, specialty-trailers, pumps, farm-type tractor and implements, compressors, finish mower, broom, sanders, generators, ground penetrating radar, common hand and power tools, shovels, lawn rakes, wrenches, detection devices, hand-held mobile radio, phone, cellular phone, fax machine, desktop computer, e-mail system, excavator, mini-excavator, bulldozer, backhoe, extendable backhoe, front end loader and two-way radio.

## **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 ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the 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 ADA disabilities to perform the essential functions.

The essential functions for this position could possibly be classified as a "safety-sensitive job" under the Unity Bill, which could affect the safety and health of the employee or others.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high or deep, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.



The employee will be required to successfully execute multiple tasks simultaneously and have the ability to effectively communicate using hand signals.

The noise level in the work environment is usually loud.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Personnel Director