

**POSITION DESCRIPTION
CITY OF MUNCIE, INDIANA
SANITARY DISTRICT**

POSITION: Mechanical Sweeper Operator
DEPARTMENT: Sewer Maintenance
WORK SCHEDULE: 7:00 a.m. – 3:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: June 2014
DAVE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

DUTIES:

Inspects sweeper to ensure safe operating conditions; checks fuel, fluid levels, air pressure and hydraulic systems;

Performs preventive maintenance and reports maintenance required;

Inspects auxiliary equipment for proper operating condition and safety;

Operates heavy motorized street sweeping equipment to sweep gutters and streets;

Picks up leaves and debris;

Adjusts and operates brooms, guards, vacuum, sprayer, conveyors, and related auxiliary equipment;

Removes obstacles from street and gutter areas to permit access;

Steam cleans and washes vehicle after use; dumps sweeper in designated area

Maintains a variety of basic records and reports;

Operates vehicles safely in traffic;

Responds to emergency clean ups;

Works independently without immediate supervision;

Responds to inquiries and complaints from the supervisor;

Performs related duties as assigned

SKILLS AND KNOWLEDGE:

Knowledge of maintenance, adjustment and operation of heavy duty mechanical street sweeping equipment;

Safe working practices related to sweeping streets in traffic

Skills in operating mechanical street sweeping equipment safely in traffic;

Adjusting and performing preventive maintenance on the vehicle and auxiliary equipment;

Planning and routing assigned area for efficient sweeping;

Working independently and using sound judgment in performing assignments safely in traffic;

Understanding and following oral and written instructions

Preparing basic records and reports and of work performed

Operating and maintaining hand and power tools pertaining to the work;

Safety practices and procedures related to the work;

Reading and understanding street maps

MINIMUM REQUIREMENTS

Equivalent to graduation from high school

OTHER REQUIREMENTS

Must possess a valid Indiana driver's license and a satisfactory driving record. A class "B" Commercial Driver's License is required. Must be willing to work out of doors in all weather conditions and to work overtime and evening or night shifts.

RESPONSIBILITY:

Incumbent receives immediate supervision with assignments performed according to specific detailed instructions. Care and skill is required to protect equipment, vehicles, and tools. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor.

Incumbent reports directly to Engineering/Sewer Maintenance Superintendent or designee.

PHYSICAL EFFORT:

Incumbent's duties often requires physical exertion, involving sitting/walking at will, standing/walking for long periods, lifting/carrying object weighing more than 50 pounds, pushing/pulling objects, and hearing sounds/communication.

WORKING CONDITIONS:

Incumbent performs duties outdoors, involving working in extreme temperatures, in confined areas, wet/icy surroundings, near chemicals, fumes, odors, dust and dirt.

Incumbent must wear protective clothing and may respond to situations involving potential physical harm where safety precautions must be utilized to prevent injury to self and others.

Incumbent maintains considerable contact with the public and may be exposed to irate/difficult individuals.

Incumbent occasionally works extended, weekend, and/or evening hours and serves on call and responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Mechanical Sweeper Operator for the Engineering/Sewer Maintenance department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print Name