

Job Title: Equipment Operator
Department: Operations

FLSA Status: Nonexempt
Reports to: Operations Manager

Position Summary

Mainly operates heavy construction machinery in work related to sand and clay mining activities and other various types of work such as demolitions, pad installation, underground utilities, and site grading. Also participates in other tasks such as housekeeping, street sweeping, daily paperwork, and other special tasks as assigned.

Position Qualifications:

- This position is generally open to candidates of all levels of experience, compensation and job assignments will be given based on experience and based on position availability.
- Has a basic skill in reading, writing and math. And must be able to understand and follow written or oral directions in English or Spanish.
- Must have reliable transportation to work and is willing to travel within the greater Houston area as necessary.
- Has ability to work with changing schedules (including weekends) and has the ability to report to different jobsite locations.

Position Responsibilities:

- Wears assigned PPE at all times and in accordance with company policy.
- Clocks in and out at the proper times and documents time on daily sheet for supervisor.
- Performs routine pre and post operation inspections before and after equipment is used including checking of fluid levels (fuel, oil, water) and ensuring that proper levels are maintained during use, ensuring proper air pressure on wheeled equipment is maintained, checking for damage to machines and for any potential malfunctions, greasing machines on a daily basis, and performing daily housekeeping of machines (keeping cabs clean and free of debris or obstructions, cleaning tracks after each usage period).
- Documents pre and post operation inspections of machines by filling out a company provided equipment checklist card including reporting fuel usage by gallons and tank number, reporting damages and machine problems, and pre-op fluid levels. All damages or problems should be reported immediately to the supervisor in addition to writing it up on the equipment checklist card.
- Ensures that fire extinguishers are in place and in good working order on all applicable machines.
- Checks for obstructions before, during, and after operation of equipment to avoid any potential for accidents or damage to personnel, company or personal property and equipment.
- May be required to operate machinery or vehicles on public right of ways, roads, or highways and must follow all pertaining public laws and regulations.
- Loads material by means of an excavator, front end loader, or other similar machine into haulage units. Verifies the quantity and type of material to be loaded before doing so and then completes the task appropriately.
- May be required to load multiple haulage units with different types and quantities of material and appropriately load the correct quantity and type into the designated haulage unit.
- Communicates with dispatchers and supervisors via radio or hand signals to verify types and quantities of material to be loaded.
- Reports any operational problems including material quantity or quality problems, machine malfunctions, etc. immediately to direct supervisor.
- Operates powered haulage units in transporting material to different locations (including but not limited to water trucks, off road dump trucks, and sweeper trucks. Identifies the correct area to get loaded and correct area to dump the load before doing so. Keeps track of the number and type of loads hauled and reports them on the equipment checklist card.
- Operates push or drag type machines in order to level, push, or pull material to designated locations, lines or grades.
- Uses the correct equipment for the given task and maximizes the use of the equipment by means of selecting proper gears and speeds, loading full buckets, positioning of machine's work face attachments such as dozer blades or drag blades, buckets, nozzles, brushes etc. to proper heights and angles, etc.



- Uses equipment productively and efficiently and minimizes wasteful idle time or wasteful running time.
- Follows all company and industry regulated safety policies and procedures at all times and reports any variance from these procedures to the direct supervisor or safety department.
- Always analyzes the safety of an upcoming task or activity and proceeds appropriately.
- At each day's end, returns equipment to correct location and prepares equipment for next day.
- May also use hand-powered tools and participates in special non equipment usage tasks as directed.
- Participate in daily housekeeping of all equipment and company property or buildings.
- Participates in special projects as assigned.
- Takes lunch breaks at assigned time and for assigned duration.
- Consults company policy handbook and supervisor or human relations for proper procedures, guidelines, rules, etc.
- Provides training, support, and guidance to subordinate personnel to develop their job skills.

Equipment: Dozer, Track Hoe, Water truck, Sweeper, Off Road Truck

Position Essential Skills

- Must be able to perform each position responsibility satisfactorily.
- Ability to work independently and also as a member of a team.
- Reading and writing skills sufficient to understand pertinent information, applicable safety regulations, and to maintain daily records
- Good physical condition, able to lift 50 lbs. safely.
- Must have reliable transportation to, from and during work hours.
- Good eye/hand coordination and good motor skills.
- Must be dependable, reliable, and mature enough to handle equipment safely and sensibly.
- Sufficient visual acuity to read instructions and operate machines.
- Willingness to work rotating, continuous seven-day work cycle.
- Requires high degree of attention and considerable dexterity in the control of machinery to prevent injury to others and equipment.
- May be assigned to any skilled or unskilled job.

Reporting to this position: No direct reports

Position Physical demands and Work environment: The Physical demands and work environment characteristics 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 disabilities to perform the essential functions.

- **Physical demands:** While performing duties of the job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Exposure to all types of weather, including extreme heat and cold. Manual dexterity required to operate equipment and perform maintenance operations. The ability to lift 0-50 pounds. The ability to physically and mentally perform the essential functions of the position, with or without reasonable accommodation. The ability to report to work on a regular basis. Good visual acuity to obey hand signals and to maintain log book. Specific Vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work requires frequent stooping and bending
- **Work Environment:** This position is outside in the field. The noise level is high.

General sign-off

The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

** This job description is not an exhaustive statement of duties, responsibilities, or requirements and does not preclude management's authority to add or change duties or responsibilities. Individuals requiring accommodation should contact a Human Resources Representative.

I have read and understand this explanation and job description

Signature: _____ Date: _____

Name: _____

