

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: EQUPOPREA29R

Civil Service Class and Level: EQUIPMENT OPERATOR-E

Working Title (What the agency calls the position): Equipment Operator

Name and Position Code Description of Direct Supervisor: DOWDY, DANIEL C; PARK AND RECREATION SUPV-3

Department/Agency: DNR-NATURAL RESOURCES

Bureau (Institution, Board, or Commission): Resource Management

Division: Parks and Recreation

Section: Western Upper Peninsula District

Unit: BARAGA PARK AND RECREATION FIELD OFFICE BARAGA CONSTRUCTION CREW

Work Location (City and Address)/Hours of Work: 225 N MAIN ST BARAGA, MI 49837 / TYPICALLY M-THURS 10 HOURS

General Summary of Function/Purpose of Position: This position serves as a Equipment Operator at the Baraga Field Office. Its function is to assist the supervisor in the day to day operations, provide leadership and guidance for lower level employees while participating in the work.

The individual selected for this position will be assigned duties to include, but not limited to, major maintenance and construction activities within the Western Upper Peninsula District, construction of barrier free vault toilets and courtesy skid piers for District units, public relations, emergency response, prepare reports, maintain records, operate and maintain heavy equipment and power tools. Construct and/or maintain buildings, boating access sites, trails, harbors, grounds and facilities. Regard safety as a personal responsibility, report any hazards, unsafe conditions to supervisor. Some travel and overnight stays are required.

This position requires the employee to obtain and maintain a Class A CDL within 6 months of hire.

Assigned duties and tasks for each duty.

Duty 1: FACILITY CONSTRUCTION AND MAINTENANCE

- When qualified, operate, transport and maintain various pieces of equipment or vehicles; including those with an actual weight or gross combination weight rating (GCWR) up to and including, over 26,001 pounds. Equipment includes but is not limited to trucks, farm tractors, dump trucks, equipment trailers, motorized carts, riding and push lawn mowers, string trimmers, leaf blowers, chainsaws, and an array of electric power tools.
- Transport over width/overweight equipment with tractor/trailer.
- Instruct Summer Rangers in the maintenance and use of equipment and construction practices.
- Construct new and refurbish skid piers – welding and fabricating with welders, torches, plasma cutter, horizontal band saw & drill press.
- Construct vault toilet buildings for District boating and park locations.
- District construction projects including: carpentry rough finish, masonry, drywall, tile & roofing.
- Layout and construction of boating access sites, trails, parking lots, vault toilet placement, rip rap, culverts, ramp installation, sidewalks and trail systems.
- Build or repair stairways, decks, dump stations, pole barns, storage buildings, well houses, bathrooms and office buildings.
- Establish and install boundary fences at BAS, trail heads, and state campgrounds.
- Build cabinets, desk, work stations and counter tops.
- Installation of partitions and bathroom fixture.
- Coordinate personnel needed for projects.
- Read prints and develop material list, order and/or purchase supplies.
- Maintain and update skills and knowledge of power tool use, cleaning materials, procedures and building materials.
- Assist in the maintenance of roads, boat ramps, access sites, restrooms, dock, skid piers, trails, harbor and office buildings. Place information, directional signs, bulletin boards at BAS, trail heads and harbors.
- Trim and remove trees and perform landscaping duties. Mow and trim grass.
- Repair and maintain dock system, power pedestals, pump outs and ice suppression systems at Cedar River State harbor.
- Grade roads for access sites, trails and state parks in the District.
- Maintain District Equipment (chipper, stump, sawmill). Maintain equipment log books.
- Erect guardrail; place riprap; culverts; plow snow.
- Performs minor maintenance on state owned trucks, tractors, trailers and other motorized equipment.
- Loads, transports and unloads heavy equipment by trailer to other state facilities
- Required to work in water with currents sometimes over your head for long periods.
- Demolition of structures, sidewalks, ramps, and parking lots.
- Install or repair culverts on road and trail systems

Duty 2: ADMINISTRATION

- Attend training classes.
- Perform other tasks associated with Parks and Recreation Division programs as assigned by management.
- Leading and/or coordinating others in projects, operations, or similar activities
- Answer public questions regarding facilities, projects, DNR Rules and Regulations.
- Ensure compliance with the departmental and division policies, procedures, rules and regulations.
- Maintain records and prepare various reports.
- Conduct tailgate safety talks.
- Conduct day-to-day safety inspections of equipment and facilities.
- Make corrections to minor problems and make supervisor aware of major problems.
- Report public incidents to supervisor and fill out proper paper work.
- Inspect administered BAS and trails for hazards.
- Comply with MIOSHA and ADA Standards.
- Attend safety training meetings.
- SIGMA entry
 - Respond to email

Duty 3: STEWARDSHIP

- Meet the PRD Stewardship goals during renovation work and while doing maintenance and repairs to facilities.
- Install and monitor erosion control.
- Inform and educate the boating public on invasive species.
- Assist in training on PRD Stewardship goals.
 - Stop and report illegal activities.

Duty 4: PERSONNEL

- Train or assist in the training of subordinate employees including State Worker 4s and program personnel
- Train or assist in the training of staff in the proper use of tools and equipment needed to complete assigned work.
 - Train or assist in the training of staff in safety precautions including use of personal protective equipment and safety talks and presentations.

Duty 5: MISCELLANEOUS

- Maintenance and oversight of records pertaining to public and employee safety programs and training.
- Report to supervisor unsafe or unusual conditions in the unit or other conditions in the unit that involve injuries, property damage or theft, potential litigation, facility breakdown or closure, power outages and missing persons.
- Report all injuries and accidents to supervisor.
- Participate in the development and implementation of unit safety program, including but not limited to employee training.
- Ensure compliance with the Parks and Recreation policies and MIOSHA requirements.
- Safely operate state-owned vehicles and equipment.
- Inspect vehicles and equipment, and insure that they are in safe operating condition and logs are kept up-to-date.
- Direct the safe operation and maintenance of power and hand tools, and diesel and gasoline powered equipment.
- Keep Unit Supervisor apprised of areas of concern in the unit.
- Identify targets, and maintain ongoing hazard tree removal program for the unit.
- Provides training for lower level employees in safety & all other areas of park and recreation operations.
- Estimate materials & costs for construction projects.
- Works cooperatively with other DNR Divisions.
 - Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: · Prioritize manual and administrative work for self and others.

· Assignment, approval and review of work undertaken by subordinate staff within their area of responsibility.

· Provide guidance on work methods and training of subordinate employees on completion of tasks in a safe, efficient and timely manner.

· Correction, removal or cordoning off of all safety hazards discovered by you or brought to your attention by others.

· Requesting assistance from outside agencies during times of emergency.

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Types of decisions that require the supervisor's review: · Alteration of equipment, facilities or infrastructure.

· Major equipment repairs.

· Expenditures of budget funds.

· Scheduling conflicts and concerns including leave, over time and attendance approvals.

· Interpretation of Parks and Recreation Division and Departmental policies.

· Employee disciplinary and counseling matters.

· Matters involving serious injuries, accidents and incidents

· Alteration of construction or work plans.

Special event coordination.

Physical effort used to perform this job and environmental conditions of this position: On a daily basis: Walking, standing, bending, lifting, kneeling, climbing, and pulling along steep and rough terrain On a daily basis: Repetitive use of hand/power tools, operation of mowers/tractors.

On a daily basis: Chemicals for facility cleaning/sanitizing, solvents/paints for facility maintenance. On a daily basis: Stressful situations working with the public, emergency response.

On a daily basis: Outdoor conditions such as heat, cold, sun, snow, rain, insects, poison ivy & other allergens. On a daily basis: Rotating work schedule as assigned (days, evenings, nights, week-ends and holidays).

On a regular basis: Operation of motorized equipment and vehicles

On a regular basis: Working in, over and around deep water often with waves and currents.

The employee shall: regard safety as a personal responsibility and respect the safety of other employees and the public: expeditiously report any hazards, unsafe conditions or procedures to his/her supervisor; expeditiously report all job-related accidents and injuries to his/her supervisor; even if he/she does not seek medical attention; wear proper personal protective equipment and always perform job duties in a safe manner and coordinate with his/her supervisor before starting or continuing a job which he/she is uncertain how to complete safely.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: · Ability to work as a member of a team made up of individuals with varying talents, interests, abilities and personalities.

- To make the most efficient use of staff time by assign work duties to individual team members based on their skills, talents and abilities.
- Heighten safety consciousness of the staff using previous experience and training.
- To work independently to complete projects in a safe, timely and cost effective manner.
- To see work projects through from planning to completion.
- To strive to maintain buildings, grounds, infrastructure and equipment in a safe condition while adhering to department and division policies and procedures and MIOSHA standards.
- To safely operate and maintain vehicles and equipment.
- To effectively communicate both verbally and in writing.
- Assist the Park Supervisor in the training and oversight of State Worker-4s and other seasonal or temporary staffing.
- Keeping the Unit Supervisor apprised of day to day operational issues and needs.
- To be aware of and assist in the training of subordinates in proper financial processes and practices and assure that proper financial processes and practices are followed by subordinates.
- To develop a skill set through experience and training in the area of construction, maintenance and mechanics

To contribute as a team member in major maintenance activities within the Parks and Recreation's facilities

The function of the position's work area and how it fits into that function: This work area functions as a Construction Unit for the Western Upper Peninsula District as well as maintaining of pathways, trails, harbors, state parks, state campgrounds and boating access sites. This work area functions to provide high quality recreation opportunities to the public, while preserving and balancing the protection of the natural and historic resources.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Equipment Operator 7

One year of experience operating motorized equipment used in construction, maintenance, heavy transport, agriculture, or forestry.

Equipment Operator E8

Two years of experience operating motorized equipment used in construction, maintenance, heavy transport, agriculture, or forestry, including one year equivalent to an Equipment Operator 7.

Alternate Education and Experience

Equipment Operator 7 - 9

Completion of vocational training that provided practical experience in operating equipment used by these classifications may be substituted for six months of experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively, resolve disputes and maintain composure in stressful and emergency situations.

Knowledge of power and hand tools, skilled trades (carpentry, electrical and plumbing).

Ability to maintain records and prepare reports.

Knowledge of building, equipment and grounds maintenance. Ability to proficiently operate various heavy equipment.

Ability to read blueprint and operate survey equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess and maintain a valid Michigan commercial driver's license.

Obtain and maintain a Class A CDL within 6 months of hire.