

**Job Description**

**Job Title: Motor Equipment Operator I (MEO I)**

**A.** This is a union position subject to the current agreement between the Town of Mount Desert and Teamsters Union Local 340.

**Division/Department:** Highway Division of the Department of Public Works  
307 Sargeant Drive, Northeast Harbor, ME 04662

**B. Background Requirements**

1. High school diploma or equivalent.
2. Hands-on experience with the basic servicing, operation, and maintenance of motorized equipment.
3. Basic knowledge of the functions and mechanics of motorized equipment inherent to solid waste collection vehicles, dump/plow trucks and heavy equipment e.g., loaders and loader-backhoes.
4. Ability to inspect machinery and mechanical equipment to detect defects and potential problems.
5. Possess knowledge of traffic laws and ordinances involved in the operation of vehicles and heavy equipment.
6. Possess a proven ability to operate vehicles and heavy equipment safely.
7. Ability to operate a standard transmission on trucks and equipment like the town owns.

**C. Candidate Characteristics/Requirements**

1. Ability to follow oral and written instructions, to maintain licensing requirements as applicable and to work on varied work assignments.
2. Ability to establish and maintain effective working relationship with other workers and the general public.
3. Employees are subject to non-scheduled call-in work. The candidate shall be on-call throughout the year following successful completion of the required six-month probationary period or as determined by Town management.
4. Employees are required to be on call 24-7 throughout the winter snow plowing and sanding season. The duration of the season varies year to year with the weather but is typically from November 1 to April 1 each year. A liberal overtime policy is in effect related to this requirement. Time off from this schedule can be requested and is based on review of the request by Town management staff on a case-by-case basis.

5. Possess physical strength and ability to perform manual labor for extended periods of time on a daily basis in all types of environmental conditions.
6. Willing to work in extreme weather conditions as required by Town management.
7. Possess a valid State of Maine Class B commercial driver's license.
8. Have a documented or demonstrated ability to perform skilled manual work.
9. Possess a willingness to learn to operate and service motorized equipment described in Part B Number 3 above.
10. Ability to work independently as needed without relying on others to schedule entire workload.
11. Demonstrated ability to make the best use of the time in the work shift on behalf of the Town.
12. Demonstrated initiative to stay busy, to suggest work tasks that need to be addressed.
13. To complete assigned work tasks in a timely manner, e.g., in the generally accepted time frame based on historical experience to complete same by former and current employees.
14. All employees required to possess a valid commercial driver's license (CDL) as a requirement of their position with the town shall be included in the Town's random drug and alcohol testing program.
15. Other work assigned by Town management.

### **Work Environment**

The work environment characteristics are typical to those encountered while performing the essential functions of this position.

- While performing the duties of the position, the employee frequently works near moving mechanical parts in outside weather conditions.
- The employee is exposed to wet and/or humid conditions, snow, rain, and extreme variations in temperature depending upon the season.
- The employee works on ladders, on creepers, bends, lifts, pulls, etc. and is expected to be able to lift up to 50 pounds by themselves and 100 pounds with assistance from another person.
- Other typical characteristics of the profession.

### **Nature of Work**

#### **Examples of Work (Illustrative Only)**

1. Operates moderately heavy trucks in performance of public works duties such as road maintenance activities.
2. Operates a snowplow and sander or sidewalk plow.

3. Drives a light or heavy truck transporting dirt, gravel, and construction materials; may assist in loading or unloading trucks using loader.
4. Performs general maintenance on vehicles that may involve winterizing trucks and plow maintenance.
5. Performs varied maintenance work including hot topping, sidewalks, cold patching potholes, rebuilding storm drains, sewer lines and replacing of culverts.
6. Cleans or sweeps streets and completes other special projects as needed.
7. Picks up debris such as blow downs, straightens signs and posts, picks up leaves, brush, and other trash.
8. Other work assigned by Town management.

**Notes**

1. The Town will conduct a background check of any viable candidate.
2. Selection of the successful candidate will be based solely on the Town's assessment of the information provided by the candidate and any additional information obtained by the Town. The decision of the Town is final.
3. Any offer of employment to a candidate is contingent on the results of a mandatory pre-employment physical and mandatory drug test. The Town will pay for Town-approved costs associated with the physical and test. The Town's appointed healthcare provider will perform the physical. The Town's designee will conduct the drug test. Any decision made by the Town based on the physical or test is final.
4. 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.
5. 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.
6. Public Works staff members are subject to the current agreement between the Town and Teamsters Union Local 340 and the current Personnel Manual and Policies manual. Both are available for review upon request.