



JOB DESCRIPTION

This template provides the major categories that you should include in your job descriptions along with an explanation of what to include in each category.

Job title	Equipment Operator I
Reports to	<i>Building Maintenance Manager</i>

Job Function

- Skilled work in operating moderately heavy motor equipment, delivery of various library related items.

Duties and Responsibilities

- Maintain a safe working environment
- Deliver/receive various library related materials in a timely manner while driving/working out of a large box truck
- Organize daily trip route
- Organize/sort materials daily
- All behaviors comply with the Core Competencies, Conduct and Behavior as outlined in NOPL staff handbook

Minimum Qualifications

- Valid driver's license
- Must be able to maintain physical condition and agility appropriate to the performance of assigned duties and responsibilities which may include:
 - Bending, crouching or squatting during building maintenance activities
 - Pushing, pulling equipment that exceeds 101 pounds or lifting heavy equipment or supplies (up to 50 pounds)
 - Climbing stairs/ladders
 - Walking, standing or sitting for extended periods of time
 - Operating assigned equipment
 - Exposure to confined work spaces, temperature extremes, noise

Preferred Qualifications

- Knowledge of preventive maintenance requirements
- Mechanical aptitude
- Ability to recognize and locate conditions which require repair and maintenance work
- Ability to determine materials required to complete a given job
- Ability to work independently in the absence of supervision
- Positive attitude towards public service work
- Self-motivated

Knowledge, Skills & Abilities

Applicant must be able to work evenings and weekends, shift work, outdoors. Ability to work well with others.

Physical Demands

Applicant may be asked to stand long periods of time and must be able to lift up 50 pounds. They must also be able to climb in and out of a box truck safely. The ability to work in confined spaces/outdoor elements with few breaks for extended periods of time.

Kind of Examination

Direct reports

Applicant will report directly to the Building Maintenance Manager.

Ideally, a job description should be reviewed annually and updated as often as necessary.