



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Crane Operator
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### **GENERAL PURPOSE**

Under general supervision, operates hydraulic cranes used in the operation and maintenance of fresh water treatment, waste water treatment plants and pump stations; performs crane lifting calculations and rigging for assigned tasks; transports heavy equipment throughout the District; diagnoses, inspects and maintains crane equipment; and a wide variety of gasoline, propane, electric and diesel powered trucks, construction equipment and automobiles; operates a wide variety of hand, power and shop tools; performs services and inspections on vehicles and equipment as needed. Maintains and makes minor repairs to a variety of vehicles and equipment; assists journey-level mechanics and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Crane Operator is a skilled, journey-level class which is typically assigned to operate and maintain hydraulic cranes used in the construction, operation and maintenance of District facilities and equipment. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Fleet/Mechanical Maintenance Supervisor. Exercises no direct supervision over staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below 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 this position.*

- Operates and maintains mobile truck hydraulic cranes to lift, set, and place equipment, material, and heavy objects.
- Performs heavy rigging functions for heavy lifts and long boom work according to standard safety procedures using wire ropes and slings.

- Services and maintains crane equipment and drives the crane to and from work locations; performs inspections of mobile cranes along with any related minor or major repairs as needed; may assist in the diagnoses, repairs and adjust steering mechanisms and other controls; operates a variety of hand / power tools; may assist in the diagnoses and performs preventive maintenance work on automobiles and other equipment; rewires trailers and equipment.
- Safely performs specialized activities such as out-of-ordinary rigging and setting up cranes under potentially hazardous conditions such as uneven or soft terrain, around overhead power lines and around structures.
- Assists other Departments with the installation and or removal of equipment and materials to complete a project, as approved by direct supervisor or higher-level management; transports heavy equipment such as: man lifts, forklifts, piping, track hoe, pumps, etc., utilizing a truck and trailer.
- Inspects, services and repairs air and hydraulic vehicle braking systems; performs 90-day truck, trailer, and forklift inspections, as required, and ensures inspected vehicles comply with FMCSA regulations.
- Enters information into computer system; makes oral and written reports of work performed; completes forms; and maintains accurate maintenance records.
- May direct and instruct other employees on the operation of the forklift, and auto cranes and ensures proper safety precautions are observed.
- Under direct supervision, changes oil and filters, engine, transmission, differential and power take-off lubricants and radiator fluids; checks and replaces radiator, hydraulic and pneumatic hoses; fuels vehicles and equipment, keeps gasoline, oil and lube services records on vehicles and equipment, tests, adds fluids, replaces and/or charges batteries; changes and installs bulbs, wiper blades, and other simple mechanical parts; diagnoses and repairs vehicle charging systems; operates compressors, auto cranes, steam cleaners, pneumatic and electric tools.
- Assists pump mechanics with installation and/or rebuild of existing pumps and valves at lift stations, wells, tanks, ponds, pumping plants and water process facilities.
- Performs other duties as needed including operating and maintaining the Stellar Shuttle Truck and delivering fuel to District locations; drives trucks to deliver supplies and materials; cleans parts and engines; cleans shop and vehicle service areas; may assist journey-level fleet technicians.
- Responds to service calls in the field making minor repairs and replacement of parts to vehicles and equipment.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Methods and techniques of operating and maintaining hydraulic cranes.
- Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
- Methods, techniques, parts, tools and materials used in the maintenance and repair of diesel and gasoline powered vehicles, including automatic and manual transmissions, brakes, suspension and steering systems.
- Shop mathematics.
- Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.
- Operations and maintenance of vehicle systems and components.
- Use and maintenance of basic shop, hand and power tools, such as sockets, wrenches, torque wrenches, pneumatic wrenches, greasing tools, and other related tools.
- Types and grades of lubricants, coolants, brake, steering and other fluids used in automotive and equipment servicing.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Ability to:

- Safely operate and maintain cranes.
- Operate and maintain a wide variety of hand, power and shop tools and equipment used in the work.
- Prepare basic records and reports.
- Read and interpret manuals, specifications and drawings; use shop mathematics to make calculations.
- Independently organize work, set priorities, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Two (2) years of skilled experience in the operation and maintenance of cranes and related equipment. Experience in repair of vehicles or construction equipment is desired.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in crane operation and maintenance.

Licenses/Certifications:

- A valid California commercial driver's license, Class A, and the ability to obtain hazmat and tank endorsements within six months of date of hire. All District employees required to possess a valid Class A driver's license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.
- Possess and maintain crane operator's certification by NCCO with TSS rating.
- Ability to obtain forklift operators certification; demonstrate competence in lock out/tag out procedures, respiratory protection, confined space entry, and HAZCOM areas within 6 months of hire into this classification. The Crane Operator will be required to have ASE certification in Heavy truck PMI in order to reach the control point. This position may require a rigging certification.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb, and descend ladders, to operate varied hand and power tools and construction equipment,

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and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, moving vehicles, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Employees are subject to weekend and/or rotating shifts and 24-hour call out.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Crane Operator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_