



## POSITION OPENING

Internal Posting ONLY: Heavy Equipment Operator (HEO)—Water Maintenance  
Department

Position(s): HEO- Civil Services Classification: Non-Competitive

Hours: 40 hours per week; 7:00 am- 3:30 pm

Wages: Based on Classification and Grade(2024 Wages): W-10 or hired  
11/2/2017 or after Grade 2-- 2023 wages, pending contract  
negotiations

Job Description: Attached

To Apply:

Submit Ontario County Application; Current Vacancies:

<https://ontario-portal.mycivilservice.com/jobopps>

Click "City of Geneva-HEO- Internal Candidates ONLY"

**\*Note:** Please attach to application AND email to [jslywka@geneva.ny.us](mailto:jslywka@geneva.ny.us) OR drop  
off to Human Resource Office

- Letter of Interest
- Copy of Valid NYS License and Class B (CDL)

Opening posted from Wednesday, 10/16 to Wednesday, 10/30/2024—Online post closes at  
11:59pm

## HEAVY EQUIPMENT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation of a variety of heavy automotive equipment used in street maintenance, construction projects or other public works activities. This class differs from that of a Motor Equipment Operator due to the more complex nature of equipment operated requiring greater skill along with increased responsibility for safety of others. Employees in this class are responsible to make minor repairs and service equipment on the vehicles. The work is performed under general supervision with leeway allowed for exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of Laborers and Motor Equipment Operators depending on the project. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Operates truck mounted and track type excavators, tractors, bulldozers, cranes, power graders, pavers, backhoes, power shovels, shoulder machines, stump removers, sweepers, screening plants, asphalt mixers, grade, gradall, stone spreader, blacktop mixer, pay loader and other types of equipment used in the construction and maintenance of highways and other public works projects;

Operates snow removal equipment including plows, heavy trucks, graders and four-wheel drive snowplows;

Operates all types of trucks when assigned;

May perform maintenance and repair work on assigned equipment, such as minor welding, oil changes, replacement of spark plugs, and periodic replacement of parts;

Performs a variety of manual tasks such as cleaning culverts, shoveling snow, painting, sweeping and any other assigned task;

May operate chain saws in cutting and trimming of trees;

May use a variety of hand tools such as shovels, picks, axes, rakes, etc. in performance of duties;

Loads and unloads vehicles;

On assignment, incumbents may be required to operate all levels of departmental equipment and machinery;

Performs manual tasks related to motor equipment operation;

Performs manual work assigned within departmental operations when not engaged in equipment operations.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation and maintenance of a variety of heavy or specialized automotive equipment; good knowledge of city geography; ability to understand and carry out complex oral and written instructions; good knowledge of safety procedures for equipment use; ability to service and make repairs to assigned equipment; ability to plan and supervise the work of Motor Equipment Operators and Laborers on assigned projects; ability to read and understand assigned equipment operational and servicing information; mechanical aptitude; willingness to respond to emergencies and work under adverse weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid experience, or its part-time equivalent, in the operation of heavy construction or heavy highway maintenance motor equipment, such as: cranes, backhoes, forklifts or telehandlers, excavators, cranes, and bulldozers.

SPECIAL REQUIREMENT: Possession of a Class B New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: 12/1/11, 6/7/19

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

O.C. job description accepted and adopted by City of Geneva on September 18, 2005.