

## **MOBILE CRANE OPERATOR**

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general supervision, operates and maintains a variety of mobile cranes and heavy and light equipment used in the operation and maintenance of OC San's treatment plants, wastewater collection systems, and pump stations; performs inspections and preventative and corrective maintenance on vehicles and equipment as needed; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for operating and maintaining a variety of mobile cranes and heavy and light equipment to ensure that OC San systems and facilities are maintained in a safe and effective working condition, working independently, and exercising judgment and initiative. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other maintenance and operations classifications by performing specialized activities related to the operation of mobile cranes and heavy equipment, in addition to performing routine maintenance duties.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Operates mobile truck hydraulic cranes to lift, set, and place equipment, material, and heavy objects.
- Performs critical lift plans in compliance with OC San crane standard operating procedures and Occupational Safety and Health Administration (OSHA) standards.
- Services and maintains mobile cranes and related equipment and vehicles; performs inspections, preventative and corrective maintenance, and minor repairs as needed.
- Drives and transports mobile cranes, chemicals, and heavy and light equipment to and from work locations
- Assists other departments with the installation and or removal of equipment and materials to complete a project as approved by assigned supervisor.
- Operates and maintains a variety of heavy and light equipment and vehicles and hand and power tools.
- Drives OC San's tour bus; performs Department of Transportation (DOT) inspections on bus prior to operation.
- Documents daily activities by completing work orders using maintenance management system; maintains accurate records of work performed.
- Implements training and instructs other employees on the operation of mobile cranes.

- Responds to emergency service calls within the treatment plants, pump stations, and surrounding community.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Methods and techniques of operating and maintaining mobile cranes.
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field.
- Practices, methods, and materials used in construction and maintenance work.
- Principles and practices of and methods, equipment, tools, and materials used in routine and preventive maintenance of heavy and light equipment.
- Principles and procedures of record keeping.
- Mathematical principles and calculations.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in the maintenance and repair of equipment.
- The structure and content of the English language to effectively perform the work.
- Current 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 and effectively operate various types of heavy and light equipment including mobile cranes, loader, fuel truck, water truck, and related machinery.
- Perform preventative and corrective maintenance on assigned equipment.
- Load and haul chemicals, materials, and supplies.
- Read and interpret manuals, specifications, and drawings.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform accurate mathematical calculations.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diplomas or G.E.D. supplemented by specialized training or coursework in heavy and light equipment operations or a related field.
2. Three (3) years of work experience in the operation and maintenance of mobile cranes and heavy equipment.

### **Licenses and/or Certifications:**

- Must possess a valid California Class A Driver's License.
- Must possess a valid State of California Certification in Mobile Crane Operation.
- Must possess a valid National Commission for the Certification of Crane Operators (NCCCO) Certified Crane Operator Certification with TLL (swing cab) and TSS (fixed cab) endorsements.
- Must possess a valid passenger (Class P) endorsement within six (6) months of date of placement in position.
- Must possess a valid hazardous materials endorsement within six (6) months of date of placement in position.
- Must possess valid air brakes and tanker endorsements within six (6) months of date of placement in position.
- Must possess authorization to operate a manual transmission (i.e., no license restriction) within six (6) months of date of placement in position.

### **Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

### **PHYSICAL DEMANDS**

- Mobility to work in the field; 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 into equipment, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various OC San sites.
- Perform medium to heavy physical work; to lift, carry, push, and pull materials and objects averaging a weight of 51 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect and operate equipment and determine load charts and colors of wires/connectors and rigging.
- Field work requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.

### **ENVIRONMENTAL ELEMENTS**

- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, biologic/infectious agents, vermin, insects, and parasites, and dust and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **OTHER REQUIREMENTS**

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Standby and Call Back: Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.
- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.