



DECEMBER 2018
FLSA: NON-EXEMPT

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 direct or general supervision or direction, performs assigned duties at a journey level; operates and maintains a variety of mobile cranes including heavy and light equipment used in the operation and maintenance of the treatment plants and pump stations; performs preventive and corrective maintenance on electric carts, motor pool vehicles, bicycles, and portable equipment; ensures adherence to safe work procedures and practices; and assists the Fleet Services technicians as needed.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This classification is a stand-alone class and not part of a job series. This class performs the operation and routine maintenance of a variety of mobile cranes including heavy and light equipment used in the operation and maintenance of the treatment plants and pump stations. Incumbents operate various types of mobile cranes with a capacity of up to 85 tons, various types of trucks, forklifts and heavy equipment including loader, motor grader, light tractor, fuel truck, and water truck. In addition, incumbents perform a wide variety of work to ensure that District systems and facilities are maintained in a safe and effective working condition. Incumbents are expected to work independently and exercise 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 in that it performs 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 various types of mobile cranes with a capacity up to 85 tons, various types of trucks, forklifts and heavy equipment including loader, motor grader, light tractor, fuel truck, and water truck; performs critical lift plans in compliance with OCSD crane standard operating procedures and OSHA standards; transports and sets up equipment and transports chemicals, materials and supplies; performs equipment and rigging inspections
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Drives the District's tour bus for new hire orientations and special group tours; performs DOT pre-use inspection.
- Responds to all types of emergencies within the plants, pump stations and surrounding community

that require the use of mobile cranes or heavy equipment.

- Performs preventive and corrective maintenance on electrical carts, motor pool vehicles, portable equipment bicycles, and vehicles; performs minor servicing and repair including maintaining fluids and lubrication, inspects condition of mobile cranes, equipment and performs light repairs such as replacement of defective parts.
- Operates cranes and equipment to assist Operations and Maintenance personnel, contractors, and other public and department personnel during the construction or rehabilitation of plant facilities, including removal and replacement of failed and rebuilt process equipment.
- Documents daily activities by completing online work orders using an online maintenance management system; and maintains shop cleanliness.
- Implements and evaluates crane and rigging training.
- Assists Fleet Services technicians on major repairs as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operation and maintenance requirements of a variety of heavy and light mechanical equipment including mobile cranes, loader, water truck and related machinery.
- Practices, methods, and materials used in construction and maintenance work.
- Principles and practices of routine and preventive maintenance of heavy and light equipment.
- Methods, equipment, tools, and materials used in lubricating, servicing, performing preventive maintenance, and performing minor repairs of motorized equipment.
- Basic principles and practices of work order management and record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state and local codes, laws, and regulations
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Mathematical principles and calculations.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Operate various types of heavy and light equipment including mobile cranes, loader, fuel truck, water truck and related machinery.
- Learn to operate and maintain newly acquired equipment.
- Perform maintenance on assigned equipment in an efficient and safe manner.
- Perform servicing and minor repairs on equipment.
- Load and haul chemicals, materials and supplies.
- Work independently in the absence of supervision.
- Work extended hours, including nights, weekends, and holidays when necessary.
- Adhere to safe work practices and procedures in the workplace.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Effectively communicate in person, over the telephone or radio, and in writing.
- Understand the use and operation of a computer.
- Plan and organize work to meet changing priorities and deadlines.
- Operate and maintain a variety of hand, power, and shop tools related to the trade.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 OCSD.

1. High school diploma or G.E.D., supplemented by specialized training or coursework in heavy and light equipment operation, or a related field; AND
2. Two (2) years of work experience operating and maintaining mobile cranes and heavy equipment and a familiarity with performing preventive maintenance on mobile and lightweight equipment.

Licenses and/or Certifications:

- Valid California Class A Driver's License.
- Valid State of California Certification in Mobile Crane Operation.
- Valid NCCCO Certified Crane Operator Certification with TLL (swing cab) and TSS (fixed cab) endorsements.
- Valid Class P endorsement is required within six (6) months of date of hire.
- Valid hazardous materials endorsement is required within six (6) months of date of hire.
- Valid tanker endorsement is required within six (6) months of date of hire.
- Valid manual transmission endorsement is required within six (6) months of date of hire.

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.

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.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform moderate to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment; ability to travel to various District sites, projects and/or meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

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, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.