



(248) 391-9446  
3500 Giddings Road, Lake Orion, MI 48359

**Job Description:** Equipment Operator

**Reports to:** Project Manager

**Primary Function:** Operate Heavy Equipment to move and load material

**Essential Job Functions:**

- Operate, drive and control heavy equipment as needed
- Read and understand operator manuals
- Load and unload trucks
- Push snow as required, keep work area clear and safe
- Check fluid and fuel levels of equipment daily and report issues to supervisor.
- Perform daily pre and post usage inspections on equipment
- Keep supervisor notified of any equipment or personnel issues on site.
- Maintain customer flow of traffic with safe procedures, always stay alert of surroundings
- Communicate with office / scale house as required
- Provide litter control services as time allows.
- Report any safety issues to supervisor.
- Grease equipment at end of each shift
- Regular on-time attendance
- Follows company quality, safety, and environmental guidelines
- All other tasks as assigned by management.

**Preferred Qualifications/Experience/Education**

This position prefers a minimum of a high school education or GED and preferable 3-5 years of position related experience.

Basic mechanical skills are preferred.

Good Organizational and Housekeeping skills are required.

**Reviewed and Approved By:**

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

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This job description is a general description of essential job functions. It is not intended to be an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by Supervisory/Management personnel, regardless of job title or routine job duties.