



Kurtz Bros., Inc.  
**Job Description**

**Position:** Heavy Equipment Operator - Site  
**Reports To:** Production Manager  
**Status:** Non-Exempt

<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• High school graduate or GED equivalent</li> <li>• Considerable knowledge of heavy equipment operation</li> <li>• Working knowledge of the hazards and safety precautions common to heavy equipment operations</li> <li>• Able to follow verbal and written instructions</li> <li>• Able to perform heavy manual tasks under varying weather conditions</li> <li>• Able to work very flexible schedule</li> <li>• Incumbent will be required to sit, stand, bend, kneel, and ambulate around the production site</li> <li>• Lift/carry up to 50 lbs. on a frequent basis</li> <li>• Exposure to loud noises, hot/cold temperatures, dust, and other environmental factors</li> </ul>
<b>Primary Responsibilities</b>	<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Operate heavy equipment (dozers, front end loaders, backhoes, excavators, grinders, compactors) efficiently and safely</li> <li>• Produce a consistent quality product with no customer complaints</li> <li>• Responsible for staying connected to company radio</li> <li>• Coordinate with R &amp; M and transportation to insure necessary equipment, fuel, tools, and materials are available</li> <li>• Work directly with R &amp; M to ensure all equipment is operating at a safe level</li> <li>• Perform manual labor when necessary</li> <li>• Perform other duties as assigned</li> </ul> <p><b>Maintenance:</b></p> <ul style="list-style-type: none"> <li>• Prevent operator damage to equipment</li> <li>• Complete daily inspection of equipment at start and end of shift</li> <li>• Clean off machines inside and out daily (tracks, cab, lift arms, battery boxes, buckets)</li> <li>• Ensure equipment is fueled and serviced daily.</li> <li>• Report maintenance status/request support when needed</li> <li>• Perform preventative maintenance on equipment as required by R &amp; M</li> </ul> <p><b>Paperwork:</b></p> <ul style="list-style-type: none"> <li>• Complete daily equipment inspection sheet</li> <li>• Complete daily labor log</li> <li>• Complete daily production form</li> <li>• Complete daily equipment hours sheet</li> </ul> <p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Eliminate operator damage</li> <li>• Notify site manager of any safety concerns</li> <li>• Attend and/or conduct all safety meetings</li> <li>• Notify site manager of any equipment damage immediately</li> <li>• Never wear radio headphones</li> <li>• Complete accident/incident/damage report immediately after any accident/incident or damage occurs</li> <li>• Wear safety vests if applicable to work being performed</li> <li>• Follow all Kurtz Bros., Inc. safety guidelines</li> <li>• Wear steel-toed boots</li> </ul>

*This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions expected of an incumbent. It is not designed to cover or contain a comprehensive listing of qualifications, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description does not constitute any type of employment contract. The employment relationship is at-will and may be terminated at any time. The Company reserves the right to modify job descriptions, as deemed necessary.*