

<b>TITLE:</b>	<b>Public Works Equipment Operator III</b>	<b>GRADE:</b>	26
		<b>JOB CODES:</b>	7520, 8380, 9102
<b>PREPARED:</b>	December 28, 2021	<b>FLSA:</b>	Non-Exempt
<b>UPDATED:</b>		<b>REVISION #:</b>	

**Summary:** Under supervision maintains the town's infrastructure not limited to Facilities, Streets, Grounds.

**Distinguishing Characteristics:** This is a high-level position. This position requires at times hard manual labor, the ability to operate heavy equipment and maintenance of the facilities and grounds within the Town.

**Essential Job Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Equipment operator in street maintenance, chip sealing, paving, pothole repair, finishing concrete and stripping.
- loading and unloading of equipment and road materials
- Maintains street signs.
- Perform labor job necessary in the maintenance of roads and facilities used in the maintenance of roads
- Equipment Operator for repairs, maintenance and or construction on the existing water and wastewater system.
- Operate proficiently all pieces of medium to heavy equipment used in road maintenance and understand the maintenance requirements of said equipment
- Responsible for facility maintenance of all town owned facilities to include any and all repairs and upkeep of those facilities.
- Performs, trains, and supervises streetlight maintenance, replacement of bulbs, ballast and photocells.
- Marks utilities requested from blue stake.
- Conducts and collects traffic count data.
- Plats grave sites for excavation and when need excavates.
- Has a high level of proficiency and provides training in the operation of loader, excavator, grader, backhoe, kick broom, rollers and other types of light, medium and heavy equipment.
- Requires the ability to supervise Inmates on town ground/facility maintenance work.
- Involvement in work scheduling and project planning; represent the foreman in his/her absence
- Involvement in training of personnel
- Performs other duties if necessary, such as shop duties, tire repair, lubrication of equipment and tools, assisting in equipment repair, cleaning of shop facilities, operation of shop equipment and tools
- Performs all other duties as assigned by supervisor

## MINIMUM QUALIFICATIONS

**Required Knowledge and Skills:**

- Must be 18 years of age
- Knowledge of applicable laws, town policies and procedures, codes, regulations, functions, and activities of the department.
- Electrical repair knowledge
- Knowledge of interpersonal skills using tact, patience, and courtesy.
- Ability to follow oral and written instructions
- Knowledge of hazardous chemicals and materials, first aid and CPR.
- Thorough knowledge of the operation of all equipment and knowledge of the maintenance needs of all equipment
- Skill in the care, maintenance and safe operation of Public Works equipment and vehicles.
- Skill in maintaining composure and working effectively under stressful conditions.
- Skill in establishing and maintaining effective working relationships with co-workers and the public providing effective customer service.
- Skill in communicating clearly and concisely, both verbally and in writing.
- Ability to continue operations in the absence of foreman.
- Must have a class "A" CDL with tank endorsement within six months of hire.

**Education, Experience, Certifications and Licenses:**

- OSHA 10-hour Safety Course.
- Must be able to pass a DOC background check to supervise inmates.
- High School Diploma or GED Equivalent.
- Five (5) years of increasingly responsible experience in road construction and maintenance work and the safe operation of related equipment.
- Maintain acceptable level of physical fitness.
- Has a Commercial Drivers License Class A with a tanker endorsement as a minimum.

**Environmental Factors and Conditions/Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is frequently required

- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting or pushing and pulling (up to 50 pounds). Must have the use of both arms and legs. Work is routinely performed in outdoor environments with frequent exposure to inclement weather, and extreme temperatures.