

TITLE:	Public Works Equipment Operator II	GRADE:	23
		JOB CODES:	7520, 8380, 9102
PREPARED:	December 28, 2021	FLSA:	Non-Exempt
UPDATED:		REVISION #:	

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

Distinguishing Characteristics: This is an Intermediate level position. This position requires at times hard manual labor, the ability to operate heavy equipment and knowledge to maintain 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.*

- Provides Labor and Equipment operations for street maintenance which may include a large amount of hand shovel work, chip sealing, paving, pothole repair, sign maintenance, forming and pouring concrete and stripping.
- Operate various pieces of medium to heavy equipment used in road maintenance
- Be proficient in the operation of one piece of heavy equipment and understand its maintenance requirements
- Has a high level of proficiency in the operation of loader, excavator, grader, backhoe, kick broom, rollers and other types of light, medium and heavy-duty equipment.
- Relief operator on various equipment when needed
- Completes repairs, maintenance and or construction on the existing water and wastewater system.
- Responsible for facility maintenance of all town owned facilities to include any and all repairs and upkeep of those facilities.
- Performs streetlight maintenance, replacement of bulbs, ballast, and photocells.
- When required maintains the grounds (mowing) and irrigation systems at all town facilities.
- Conducts asset inventory when required.
- Excavates grave sites.
- Requires the ability to supervise Inmates on town ground/facility maintenance work.
- Performs other duties if necessary, such as shop duties, tire repair, lubrication of equipment and tools.
- Performs all other duties as assigned.

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.
- Basic knowledge of the principles of the maintenance needs of all equipment with extensive knowledge of the particular piece of heavy equipment they operate

- Knowledge of the safe operation of all equipment
- Ongoing development in operating skills of all equipment
- Electrical repair knowledge
- Knowledge of interpersonal skills using tact, patience, and courtesy.
- Knowledge of hazardous chemicals and materials, first aid and CPR.
- 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 follow oral or written instructions

Education, Experience, Certifications and Licenses:

- OSHA 10-hour Safety Course.
- Two (2) years of increasingly responsible experience in road construction and maintenance work and the safe operation of related equipment.
- Must be able to pass a DOC background check to supervise inmates.
- High School Diploma or GED Equivalent.
- 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.