

**JOB DESCRIPTION FOR CREW LEADER / HEAVY EQUIPMENT OPERATOR
(STREET DEPT.)**

DEPARTMENT: STREET

SALARY RANGE:\$16.00 to \$18.00 DOQ

Title of immediate supervisor: Public Works Supt.

Department Head: Public Works Director

MAJOR DUTIES:

- Drives and operates heavy equipment including backhoes, front end loaders, street rollers, dump trucks, bulk trucks and garbage trucks
- Follow safety guidelines and traffic laws for operation of heavy equipment
- Performs various duties using hand tools such as picks, shovels, rakes, and pipe wrenches
- Operates power tools such as chain saws, cement mixers, electric and gas powered tree trimmers, street saw, drill motors, air compressors, other gas powered equipment and other hydraulic tools
- Able to learn to operate heavy equipment such as backhoes, dump truck, street roller, bulk truck and front end loaders
- Ability to asphalt and repair city streets
- Keep drainage culverts, channels and inlets free of debris that could block the natural drainage ways
- Repair and install street and warning signs
- Set up barricades and road blocks when working around vehicular traffic
- Perform the repair and construction of streets
- Follow all safety rules
- Follow the City's Personnel Policy
- Follow department policies
- Subject to working on the Garbage Truck when needed
- Assist water department
- Perform other duties as determined by the Public Works Supt.

JOB COMPLEXITY:

- Safe operations of heavy equipment
- Performs recurring manual tasks of average difficulty in the maintenance and construction of streets, street signs, drainage ways and thoroughfares
- Performs routine and repetitive physical tasks requiring adherence to department safety rules and procedures
- Operates machinery applicable including street roller, jack hammer and air compressor, dump truck, bulk truck and chipper.
- Inspect equipment daily for any malfunctions and report it to the City Mechanic
- Inspect equipment daily to insure safety devices are functioning properly
- Subject to performing above average manual physical tasks that may also involve working in vehicular traffic conditions
- Visually check area that the heavy equipment is being used in and make sure all employees remain a safe distance away
- Practice safe driving by following all traffic laws

RESPONSIBILITY:

- Functions under supervision of the Public Works Supt. or his/her designee

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_____ (Employee Initials)

- Check equipment daily before operating or driving on public streets
- Fill out daily work reports and turn it in to his/her immediate supervisor or their designee
- Practice safety by the use of vests, gloves, and protective eye gear
- Follows city policies and procedures
- Follows all safety regulations and policies
- Insure safe driving by having spotters direct the driver when backing up
- Make sure area is clear of bystanders or other employees before commencing with operations
- Assist other drivers in other departments when needed
- Functions closely with all employees of the street department
- Receives work assignments from the Public Works Superintendent and/or his/her supervisor and relates the assignments to Street Department Crew leading the crew to perform maintenance to complete the assignments.
- Follow safety rules especially concerning working in and around vehicular traffic
- File daily reports of work performed with the Public Works Superintendent
- Subject to after-hours calls
- Works closely with the Water Dept. in repairing open excavations in the street due to water/wastewater repairs to lines and appurtenances

IMPACT OF WORK

- The nature of duties performed is essential to protection of the public health, safety and welfare
- The nature of duties performed (Construction and Maintenance of the City Streets) also necessitates strict inspection of streets, drainage ways and thoroughfares in order to avoid errors which could result in loss of property, bodily harm to employees and citizens, loss of delays to citizens or possible lawsuits against the City
- The nature of duties also avoid unwarranted expenses to the City that could easily have been avoided

COMMUNICATIONS/PUBLIC CONTACT

- Limited personal contact with residents
- Personal contact with fellow employees

SUPERVISION

- Answers to the Public Works Supt. or his/her designee
- Employee has supervision oversight of Street Department Employees under direction and guidance of the Public Works Superintendent.
- Provides additional leadership and supervision in the absence of the Public Works Superintendent

WORK HAZARDS

- Employee must work outdoors, among traffic and is constantly around heavy working machinery
- Employee must work in all types of weather conditions
- Employee is subject to after duty work hours and is subject to 24-hour call
- Heavy lifting may be involved
- Extreme caution in avoiding injuries including, but not limited to cuts, bruises, and abrasions.
- Employee has to work around heavy equipment and in traffic conditions frequently
- Work with certain chemicals such as degreasers, oils, lubricants and other such chemicals. **Always follow the M.S.D.S. sheets when working with any chemical**

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_____ (Employee Initials)

- Use protective safety equipment issued including, but not limited to hard hats, eye glasses, shields, air respiratory protection, gloves and ear plugs.
- Extreme caution must be taken in working with all various types of equipment used in construction and maintenance of streets, street signs, drainage ways and thoroughfares
- Employee has to work around heavy equipment and in traffic conditions frequently

KNOWLEDGE/SKILLS/ABILITIES

- Good physical condition
- Ability to follow safety rules and regulations
- Ability to perform physical tasks and handle heavy lifting
- Ability to understand and follow oral instructions
- Able to read and write
- 3-years experience in the operations of heavy equipment
- 3-years experience in the maintenance and construction of streets, drainageways and thoroughfares
- “B” “CDL” License (required or ability to obtain within 6 months).
- Ability to seek additional training involving street maintenance and construction
- Ability to follow safety rules and regulations
- Ability to perform physical tasks and handle heavy lifting
- Ability to read and understand M.S.D.S. sheets provided for by the manufacturer
- Ability to learn in using heavy equipment, hydraulic tools and any other equipment used in construction and maintenance of streets
- Attend and receive training on the maintenance of streets and thoroughfares

CONDITION OF EMPLOYMENT

- Must have High school diploma or GED
- Must pass physical
- Must pass back lift test
- Be in good physical condition
- Must pass Drug Screening
- Good Driving Record

APPLICANT VERIFICATION:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation.**

Signature of Applicant or Employee

Date: _____

APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:

I HAVE READ THIS PAGE _____
(Employee Initials)

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

Signature of Applicant or Employee

Date: _____

INTERVIEWER OR SUPERVISOR AFFIDAVIT:

If applicable, reasonable accommodations can be provided for as stated above: Yes No
Provide reason reasonable accommodation cannot be provided:

Signature)

(Printed Name)

Date: _____

APPROVED BY:

Department Head

Printed Signature

Date: _____

I HAVE READ THIS PAGE

(Employee Initials)