

JOB DESCRIPTION FOR HEAVY EQUIPMENT OPERATORS (Wastewater Department.)

DEPARTMENT: WASTEWATER

SALARY RANGE: \$17.00 to \$18.00

Title of immediate supervisor: Public Works Supt / Assistant Public Works Supt.

Work Hours: Compressed 40-hour workweek (4 ½ days per week)

Benefits: Paid Holidays, Vacation and Sick Leave, Retirement, Longevity & Health Insurance.

Department Head: Public Works Director

MAJOR DUTIES:

- Drives and operates heavy equipment including backhoes, sewer jet machines, front end loaders, street rollers, dump trucks, bulk trucks and garbage trucks
- Uses hand tools including pipe wrenches, tapping machines, pumps, street and pipe saws and other type of hand tools
- Follow safety guidelines and traffic laws for operation of heavy equipment
- Performs duties as described for a Maintenance Operator in the Street Department
- Perform other duties as determined by the Water/Wastewater Supt and or Water Leadman.

JOB COMPLEXITY:

- Safe operations of heavy equipment
- Inspect equipment daily for any malfunctions and report it to the City Mechanic
- Inspect equipment daily to ensure 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 or his/her designee
- 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
- Ensure 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

IMPACT OF WORK

- The nature of duties performed is essential to protection of the public health, safety and welfare

I HAVE READ THIS PAGE

_____ (Employee Initials)

COMMUNICATIONS/PUBLIC CONTACT

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

SUPERVISION

- Answers to the Public Works Supt. or his/her designee
- Limited supervision and only when other employees are assisting the operator in the performance of duties. Employee otherwise has no supervision powers.

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 involved frequently
- Extreme caution must be taken in working with all various types of equipment used in avoiding injuries including, but not limited to cuts, bruises, and abrasions.
- Contact with communicable diseases associated with working in and around wastewater
- 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**
- **Use protective safety equipment issued including, but not limited to hard hats, eyeglasses, shields, air respiratory protection, gloves and ear plugs.**

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
- 2 - 3-years' experience in the operations of heavy equipment
- 2-3-years' experience in the maintenance and construction of streets, drainageways and thoroughfares
- "B" "CDL" License
- Obtain TCEQ Class II Water Distribution License and TCEQ Class II Wastewater Collection License
- Ability to seek additional training involving water line maintenance and construction

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

I HAVE READ THIS PAGE

_____ (Employee Initials)

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:

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)