

## **JOB DESCRIPTION FOR HEAVY EQUIPMENT OPERATORS (WATER DEPT.)**

DEPARTMENT: WATER

\*STARTING PAY: \$13.00 to \$14.00 per hour

*\* DEPENDING ON EXPERIENCE/QUALIFICATIONS*

**Title of immediate supervisor:** Public Works Director

**Department Head:** Public Works Director

### **MAJOR DUTIES:**

- Drives and operates heavy equipment including backhoes, sewer jet machines, front end loaders, street rollers, dump trucks, flat bed and 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 Water Department
- Perform other applicable duties as determined by the Public Works Director and/or Public Works Supt.

### **JOB COMPLEXITY:**

- Safe operations of heavy equipment
- Inspect equipment daily for malfunctions and report it to the Shop or Heavy Equipment 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
- Designate and maintain confined space entry protection
- Practice safe driving by following all traffic laws

### **RESPONSIBILITY:**

- Functions under supervision of the Public Works Supt. 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, ear plugs 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
- Make sure all confined space entry regulations are followed
- Experience in testing confined spaces for hazardous chemicals before permitting access and then only when employees are wearing the proper safety equipment including, but not limited to SCBA's, eye protection, hard hats, ear plugs and body harnesses.

### **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 Director 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, eye glasses, shields, air respiratory protection, SCBA, 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
- 3-years experience in the operations of heavy equipment
- 3-years experience in the maintenance and construction of water, sewer, streets, drainage ways and thoroughfares preferred
- Ability to seek additional training involving water line maintenance and construction
- Ability to obtain applicable water and sewer licensing as mandated by T.C.E.Q. within a reasonable time limit.

## CONDITION OF EMPLOYMENT

- Must have High school diploma or GED
- Must hold a valid "B" CDL License (*Haz-Mat certification preferred*)
- Must pass physical and back lift test
- Be in good physical condition
- Must pass Drug Screening
- Good Driving Record

## **APPLICANT VERIFICATION:**

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 **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)