

## **PUBLIC WORKS OPERATOR JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:** Serves as a laborer and heavy equipment operator for the Street Department and such other areas as may be assigned. Major responsibilities include maintenance of streets, parks, buildings, cemetery, and storm sewers. Operates equipment efficiently without supervision and provides routine checking and maintenance thereof.

**LEVEL OF RESPONSIBILITY:** Works generally under the broad supervision of the Municipal Services Director. May be assigned tasks that require independent performance; may be assigned work with other employees independent of direct supervision; may be assigned tasks with direct close supervision of the Director; reports to Director for assignments and keeps Director apprised of work status.

**MAJOR DUTIES:**

1. Provides labor and heavy equipment operation for all maintenance of streets, parks, storm sewers, and other public works areas, and handling of refuse and sanitation functions in parks
2. Some specific work assignments include: drives trucks; plows snow; spreads salt and sand; mows and maintains public properties; picks up leaves; maintains and constructs catch basins and storm sewers; plants and trims trees and shrubs; loads and hauls materials; fills potholes; maintains park equipment; mows weeds and grass; installs and maintains road signs; assists with refuse pickup; raises and lowers manholes; chips brush; fills sand barrels; assists other departments and utilities; provides routine vehicle checks and maintenance; maintains cemetery, parks, pool, and buildings and keeps them clean; does painting and repairs of facilities and equipment; sweeps streets; paints curbs and stripe streets; and blows snow. This list is exemplary and does not include all possible assignments.
3. Public Works Operator must demonstrate competency in the efficient operation of three of the following pieces of equipment: dump truck, end loader, backhoe, street sweeper, snow plow, leaf picker, lift truck, skid steer, chipper, and mower.
4. Takes responsibility for project coordination as assigned, including such tasks as arranging for location of underground utilities before digging and supervising the work of others.
5. Uses basic knowledge of machinery and vehicles operated to maintain them in good repair, both through regular routine checking and maintenance and by reporting difficulties to a supervisor or mechanic. Is expected to provide preventative maintenance and early action on problems.
6. Performs such other duties as may from time to time be assigned.
7. Performs building maintenance including minor repairs, and detecting and diagnosing problems with structures and mechanical equipment.

**DESIRED SKILLS:** Knowledge of building mechanical systems., certified arborist, use of survey equipment.

**ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge to the methods, equipment, and materials used in the maintenance of public works projects; considerable knowledge of the operation, maintenance, and repair of public works machines, equipment, and apparatus; knowledge of the occupational hazards and safe work practices; ability to establish effective working and public relationships; good physical condition; ability to understand and follow oral and written instructions.

**REQUIRED QUALIFICATIONS:** High school diploma or equivalent and valid commercial driver's license (CDL) required or obtained within six months of employment; minimum of two years prior experience in the operation of equipment required; ability to operate independently, under broad supervision required; First aid and CPR training will be required.