

# CITY OF TALLADEGA

## JOB DESCRIPTION

Job Title: Equipment Operator - I  
Department: City-wide  
FLSA: Non – Exempt  
Grade: 5  
Safety Sensitive Job: Yes  
Security Sensitive Job: No  
Job Description Prepared: June 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Assigned Supervisor  
Subordinate Staff: None  
Other Internal Contacts: All City Departments  
External Contacts: General Public; Utility Boards and Companies

### Job Summary

Under the supervision of assigned supervisor, the employee performs basic equipment operation needed to accomplish the objectives and functions of the Public Works Department. Employee operates light equipment and provides manual labor for the completion of projects. Employee receives specific detailed instructions from supervisor. Work is performed under established procedures with frequent inspections during progress with final inspection of completed work. Employee performs routine maintenance inspections on assigned equipment, notifies supervisor of equipment failures, and may assist with repairs. Employee also performs other routine manual labor as assigned. This is an entry level operator position. This job classification is identified as safety-sensitive and is subject to pre-employment background check and random drug screens. This job description is written generically in order to meet

requirements for several City departments. Duties listed are inclusive of several City departments and may not apply to a specific department.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Equipment Operation. Utilizes hand tools and power equipment to accomplish assigned tasks. Performs minor repairs on equipment.**

1. Drives and operates light equipment for the Department, including the tractor/mower and dump truck.
2. Performs pre-work safety inspections of equipment and performs preventative maintenance; greases, check fluids, tire pressure, gas and gauges.
3. Performs minor repairs to assigned equipment.
4. Operates small engine power tools including lawn mowers, chain saws, concrete saw, leaf vacuum and blower, jack hammer, and weed eaters.
5. Reports the need for equipment repairs needed to the supervisor.

**ESSENTIAL FUNCTION: City Grooming. Maintains the appearance of the City Right-of-Ways (ROW).**

1. Operates power equipment and hand tools performing assigned duties.
2. Mows grass, trims and edges, trims bushes and trees.
3. Maintains right-of-ways.
4. Places barricades and routes traffic around work areas.

**ESSENTIAL FUNCTION: Manual Labor. Performs manual labor to assist in the completion of department projects.**

1. Uses hand tools such as saws, hammers, and shovels; performs manual labor.
2. Digs trenches, assists in setting pipe.
3. Uses a chainsaw to cut trees and bushes from ROW.
4. Shovels asphalt, rocks, dirt and other materials during road repairs.
5. Picks up and piles brush, refuse and other materials.
6. Reports to assigned location in case of weather emergencies beyond work hours.
7. Performs flagman duties, as needed, while on road maintenance jobs.
8. Performs other related duties as assigned.

## Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of City and department rules, regulations, policies and procedures.
2. \*Knowledge of City streets, locations, and road and bridge systems.
3. Knowledge of safe operation and maintenance of various types of light equipment.
4. Knowledge of basic vehicle maintenance.
5. Knowledge of traffic regulations.
6. Verbal skills to communicate with the public, supervisors and co-workers.
7. Reading skills to understand and interpret daily schedule, traffic signs, and other road signs.
8. Communication skills to effectively communicate internally and externally, both orally and in writing.
9. Writing skills to clearly and neatly complete routine forms records, and notes.
10. Math skills to perform basic calculations (add, subtract, multiply, divide).
11. Skills and ability to operate various power and hand tools (i.e., chainsaw).
12. Ability to understand and follow verbal and written instructions.
13. Ability to work well with co-workers.
14. Ability to work with minimal supervision.
15. Ability to interact with the public in a calm and courteous manner.
16. Ability to work in all weather conditions.
17. Ability to climb on top of and crawl under various vehicles as required.
18. Ability to lift and move objects greater than 50 lbs.
19. Ability to operate a two-way radio/communication device.
20. Ability and manual dexterity to safely operate various pieces of equipment.
21. Ability to remain alert when operating heavy vehicles and equipment.
22. Ability to wear personal protective equipment (PPE).
23. Ability to read maps.
24. Ability to drive.

## Minimum Qualifications

1. Possess a high school diploma or GED.
2. One (1) year of experience operating equipment in maintenance and construction; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license and be insurable; prefer Class B CDL.
4. Ability to work overtime, weekends, or emergencies as needed.
5. Ability to travel throughout the City.

6. Ability to pass a pre-employment background check and random drug screens.

### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

### Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

### Acknowledgment

*I acknowledge that I have received a copy of my job description.*

*I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.*

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Printed name

Signature

Date