

TITLE:	Public Works Equipment Operator I	GRADE:	20
		JOB CODES:	7520, 8380, 9102
PREPARED:	December 28, 2021	FLSA:	Non-Exempt
UPDATED:		REVISION #:	

Summary: Under direct supervision maintains the town's infrastructure not limited to Facilities, Streets, Grounds.

Distinguishing Characteristics: This is an entry level position. This position requires at times hard manual labor, the ability to learn to operate heavy equipment and maintenance of the facilities and grounds within the Town.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides labor in street maintenance which includes a large amount of hand shovel work, chip sealing, paving, stripping, pouring concrete and pothole repair.
- Assists in the repair, maintenance and or construction of the existing water or wastewater system. Which includes a large amount of hand shovel work
- Loading and unloading of equipment and road materials
- Responsible for facility maintenance of all town owned facilities to include any and all repairs and upkeep of those facilities.
- Apprentice in streetlight maintenance, replacement of bulbs, ballast, and photocells.
- Maintains the grounds (mowing) at all town facilities.
- On the job training in the operation of backhoe, kick broom, rollers, and other types of equipment.
- Assists in the excavation of grave sites.
- As assigned performs on-call duties for the water and wastewater systems and snow removal within the Town.
- Requires the ability to supervise Inmates on town ground/facility maintenance work.
- Performs other duties if necessary, such as shop duties, tire repair, lubrication of equipment and tools.
- Performs all other duties as assigned by supervisor

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Must be 18 years of age
- Knowledge of applicable laws, town policies and procedures, codes, regulations, functions and activities of the department.
- Basic knowledge of the operation of all equipment
- Basic knowledge of the principles of the maintenance needs of all equipment
- Ongoing development in operating skills of all equipment
- Knowledge of interpersonal skills using tact, patience and courtesy.

- Knowledge of hazardous chemicals and materials, first aid and CPR.
- Skill in the care, maintenance and safe operation of Public Works equipment and vehicles.
- Ability to follow oral or written instructions
- Skill in maintaining composure and working effectively under stressful conditions.
- Skill in establishing and maintaining effective working relationships with co-workers and the public providing effective customer service.
- Skill in communicating clearly and concisely, both verbally and in writing.

Education, Experience, Certifications and Licenses:

- OSHA 10-hour Safety Course.
- A good driving record.
- Must be able to pass a DOC background check to supervise inmates.
- High School Diploma or GED Equivalent.
- Maintain acceptable level of physical fitness.
- If assigned as a truck driver must obtain Arizona Commercial Driver's License Class A with a tanker endorsement, within 6 months of employment.

Environmental Factors and Conditions/Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is frequently required

- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting or pushing and pulling (up to 50 pounds). Must have the use of both arms and legs. Work is routinely performed in outdoor environments with frequent exposure to inclement weather, and extreme temperatures.