



PUBLIC WORKS DEPARTMENT

Job Description

Job Description:	Equipment Operator I
Class:	Number of Pages:
General Services	2

SUMMARY DESCRIPTION:

Under supervision of the Public Works Superintendent, the purpose of this position is to perform a variety of semi-skilled and skilled work in the operation of light, medium equipment and light duty trucks. Performs a variety of semi-skilled and skilled duties related to construction and maintenance of city roads and other facilities. The employee is responsible for safe operation of vehicles. Operation of vehicle must be within accordance to safe traffic laws. The employee is responsible for ensuring that preventive and repair maintenance is conducted on the equipment through notification of the employee supervisor.

POSITION REQUIREMENTS:

1. Be a United States citizen;
2. Be at least eighteen (18) years of age;
3. Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
4. Be free of misdemeanor convictions for the last twelve (12) months;
5. Have no previous or current charges of *driving while intoxicated* or *driving under the influence of drugs or alcohol*;
6. Possess a valid Mississippi Driver's License and a good driving record;
7. Be subject to a background investigation and personal interviews by agency personnel;
8. Demonstrate reading and comprehension skills in the English language to at least the 12th grade level through interviews and written demonstration of proficiency;
9. Demonstrate honesty and integrity by successfully completing pre-employment drug testing;
10. Be able to occasionally lift 10+ pounds;
11. Work in a confined area for eight (8) or more hours and remain seated for long periods of time;
12. Be subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions; as well as a normal range of hearing; visual acuity and manual dexterity and to operate a personal computer and other standard office equipment. May infrequently drive a city vehicle. Occasional attendance at evening meetings may be required.

REPRESENTATIVE DUTIES:

Operates light duty trucks with automatic and manual transmissions, tractors, lawnmowers, bush hogs, and side arm cutters

Assignment to this position presumes the operation of such equipment as a regular assignment

Performs required manual labor in construction and maintenance projects; checks and services assigned equipment. Performs routine maintenance and emergency repairs. Reports complex mechanical problems to supervisor for repairs

May assist in loading and unloading of trucks, laying of pipe, using air tools, and other hand tools related to job

Trains less skilled employees and care of equipment

Performs any or all duties normally assigned to less skilled employees; performs other related duties as required

Have considerable knowledge of safety procedures and hazards related to construction, maintenance and equipment operation

Performs related duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of equipment operations and construction and maintenance procedures

Working knowledge of grades and blueprints

Skill in operation of assignment equipment

Ability to understand, follow, and provide written and oral instructions, ability to read and write; ability to perform basic math

Ability to read and write English; ability to clearly communicate information both verbally and in writing

Ability to establish and maintain effective working relationships with management, ability to work cooperatively with employees, and the general public

QUALIFICATIONS:

One (1) year experience as Equipment Operator