

<b>TITLE:</b>	<b>Public Works Operator III/ Heavy Equipment Operator</b>	<b>GRADE:</b>	26
		<b>JOB CODES:</b>	7520, 8380, 9102
<b>PREPARED:</b>	February 4, 2014	<b>FLSA:</b>	Non-Exempt
<b>UPDATED:</b>	October 27, 2021	<b>REVISION #:</b>	

**Summary:** Under supervision of the Street Supervisor maintains the town's infrastructure not limited to Facilities, Streets, Grounds.

**Distinguishing Characteristics:** This is a high level position. This position requires at times hard manual labor, the ability 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.*

- Equipment operator in street maintenance, chip sealing, paving, pothole repair, finishing concrete and stripping.
- Maintains street signs.
- Equipment Operator for repairs, maintenance and or construction on the existing water and wastewater system.
- Responsible for facility maintenance of all town owned facilities to include any and all repairs and upkeep of those facilities.
- Performs, trains and supervises street light maintenance, replacement of bulbs, ballast and photo cells.
- Marks utilities requested from blue stake.
- Collects GIS information on new water and wastewater projects.
- Conducts and collects traffic count data.
- Plats grave sites for excavation and when need excavates.
- Has a high level of proficiency and provides training in the operation of loader, excavator, grader, back hoe, kick broom, rollers and other types of light, medium and heavy equipment.
- Requires the ability to supervise Inmates on town ground/facility maintenance work.
- Performs all other duties as assigned.

## 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.
- 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.
- 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.
- Must be able to pass a DOC background check to supervise inmates.
- High School Diploma or GED Equivalent.
- Maintain acceptable level of physical fitness.
- Has a Commercial Drivers License Class B minimum Class A preferred.

**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.