**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 50,000 +**

**Heavy Equipment Operator I / Public Utilities - Water & Sewer**

**CLASSIFICATION:** Personnel System - Requires satisfactory completion of a six month probationary period.

**SAFETY SENSITIVE**: Yes - CDL; Subject to random drug testing

**Purpose of Job**

The purpose of this job is to operate equipment and perform manual work functions associated with construction and maintenance of water/sewer service lines. Duties and responsibilities include, but are not limited to, operating/maintaining equipment; transporting materials and equipment; performing laboring activities; installing, repairing, and maintaining water/sewer mains, lines and associated functions; and performing additional tasks as assigned.

**Job Related Requirements**

* Subject to call back 24 hours a day, 7 days a week.
* May be required to work on religious holidays.
* Regular and predictable attendance is required.
* Must work cooperatively with others.
* When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by the City's safe driving policy.

**Minimum Training & Experience Required to Perform Essential Job Functions:**

* High school diploma or equivalent required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.
* Must possess or have the ability to obtain a Georgia Department of Transportation Flagging certification within six months of employment.
* Must possess a valid driver's license.
* Must possess or have the ability to obtain a Georgia Commercial Driver's License within six months of employment.
* One year of experience involving construction, equipment operation, and maintenance labor (or related) preferred.
* Essential Duties, Responsibilities:

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

* Operates a dump truck to haul supplies and equipment.
* Operates equipment such as tractors, backhoes, boring machine, small trucks, jackhammer, gas-powered saws, etc.
* Transports equipment, supplies and materials, including sand, gravel, rock, supplies, etc.
* Installs and maintains water and sewer mains, fire hydrants, service lines connections, and water meters.
* Performs water and sewer taps.
* Performs laboring activities such as shoveling at job sites to set proper grade, pouring concrete, etc.
* Inspects vehicles on a daily basis; assures proper levels of air pressure, gasoline, oil, and other fluids are maintained; washes vehicles.
* Maintains tools and equipment.
* Installs cautionary signage at job sites.
* Flags traffic around work sites.
* Responds to emergency and stand-by calls on a 24 hour basis.
* Prepares and/or receives various forms, reports or other documents; processes and forwards as appropriate.
* Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals.
* Performs other duties as assigned.

**Knowledge, Skills and Abilities**

* Knowledge of the policies, procedures, and activities of the Public Utilities Department as they pertain to the performance of duties relating to the position of Heavy Equipment Operator I.
* Knowledge of the terminology used within the department.
* Knowledge of policies and procedures pertaining to utility construction, improvements and maintenance, of traffic laws, and of other procedures and methods as required in the performance of duties.
* Knowledge and skill to operate various machinery and equipment including a dump truck, front-end loader, tractor, backhoe, boring machine, small truck, jackhammer, gas-powered saw, mechanic tools, power tools, etc.
* Skill in setting grade and in using hand tools such as shovel, loop and rake.
* Ability to communicate effectively with supervisors, and other staff members.
* Ability to use independent judgment in routine and non-routine situations.
* Ability to handle required mathematical calculations.
* Ability to plan, organize and/or prioritize daily assignments and work activities.
* Ability to comprehend and apply regulations and procedures of the department.

**Supplemental Information:**

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**PHYSICAL REQUIREMENTS**: Must be physically able to operate a variety of machinery and equipment including a dump truck, front-end loader, tractor, backhoe, boring machine, small truck, jackhammer, gas-powered saw, mechanic tools, power tools, etc. Must be able to use body members to work, move or carry objects or materials. This position requires: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motion. May be exposed to such elements as diseases, toxic chemicals, raw sewage, inclement weather and high pressure unregulated water flows. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Physical demand requirements are at levels of those of heavy work.

**DATA CONCEPTION**: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION**: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from co-workers, assistants or supervisors.

**LANGUAGE ABILITY**: Requires ability to read a variety of maps, informational documentation, directions, instructions, methods and procedures. Requires the ability to prepare reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

I**NTELLIGENCE**: Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE**: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative or technical languages including mechanical/plumbing terminology.

**NUMERICAL APTITUDE**: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide.

**FORM/SPATIAL APTITUDE**: Requires the ability to inspect items for proper length, width, and shape, visually with a variety of machinery and equipment including a dump truck, front-end loader, tractor, backhoe, boring machine, small truck, jackhammer, gas-powered saw, mechanic tools, power tools, etc.

**MOTOR COORDINATION**: Requires the ability to coordinate hands, fingers, and eyes accurately in using equipment.

Requires the ability to lift, bend, push, pull, manipulate equipment/tools and objects as the position necessitates.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as automated machinery and equipment, hand tools, mechanic tools, power tools, and pipe/fitting supplies. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION**: Requires the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT**: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**PHYSICAL COMMUNICATION**: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).