



CITY OF VICTOR Job Description

Heavy Equipment Operator/Street Maintenance

Department: Public Works

FLSA Status: Non-exempt

Supervisor: Public Works Superintendent

Mission: To maintain the City's street and drainage infrastructure to ensure the health, safety, and welfare of the City's citizens and visitors.

CORE COMPETENCIES:

*Customer Service

- Work is performed with attention to detail and personal pride in the outcome
- Interacts with the public in a positive manner
- Interacts with co-workers, staff, and vendors in a positive manner
- Follows established protocol for prioritizing street maintenance and repair projects
- Displays ability to determine the necessary and timely response to street, signage and drainage needs
- Respectful of diversity among staff, locals, and visitors
- Performs tasks in a positive and upbeat manner
- Displays a professional and proficient demeanor while working
- Public Works employees are considered emergency service personnel; employees in this position are required, as a condition of employment, to be available to respond to emergency callouts within 30 minutes

*Teamwork

- Establishes and maintains effective, courteous and cooperative working relationships
- Willingly and cooperatively collaborates with all other City departments as needed
- Requests assistance when necessary
- Willingly takes a turn at the tasks nobody likes
- Does not disparage staff to other staff or the public
- Fills in for crew absences
- Resolves conflicts in a positive manner
- Participates in the training and orientation of new employees
- Observes chain of command
- Assists other departments and fellow PW employees when required or needed

*Communication

- Takes the time to respond to questions and concerns in a courteous, tactful, and helpful manner
- Demonstrates knowledge of the community, the organization and the department
- Keeps supervisor and co-workers informed of status of projects, equipment and facilities
- Communication of all types is polite and concise
- Demonstrates listening skills

*Work Ethic

- Complies with Employee Handbook, Council Policies and Codes
- Shows up on time
- Always acts in an ethical manner "even when no one is watching"
- Responds timely to emergency callouts
- Utilizes time and equipment efficiently and effectively
- Completes tasks fully and with pride
- Looks for ways to improve operations and discusses with supervisor
- Represents the City in a positive manner
- Works to get the job completed when necessary
- Demonstrates ability to problem-solve unexpected situations
- Adapts to changing priorities and methodologies

JOB COMPETENCIES:

*Operating

- Operate hydraulic pumps, safety valves, and any other necessary mechanical components
- Operate gasoline and diesel powered units
- Adhere to workplace safety policies, regulations and compliances
- Communicate any unsafe conditions or accidents/injuries in a timely manner to the supervisor in order to facilitate prompt correction or reporting
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Diagnose/identify defects in equipment
- Obtains and maintains proficiency on all tools and equipment, including utility equipment, required to perform public works duties
- Obtains and maintains proficiency on all types of vehicles and heavy equipment required to perform public works duties

*Maintenance & Repair

- Daily vehicle care and upkeep and recommendation to mechanic on repairs or maintenance required
- City Hall, maintenance shop, parks, public restrooms, trails, and facilities and fields maintenance
- Mowing, weeding, fertilizing, planting, pruning
- Sidewalks and pocket parks maintenance
- Cleaning, trash removal, painting, carpentry, routine repairs

*Driving

- Obtains and maintains a Class B Commercial Driver's License with airbrake endorsement and maintains a good driving record. (Proof required)
- Competently performs all driving functions in all conditions

*Safety

- Recognizes and reports unsafe conditions
- Works safely to prevent at-fault accidents
- Complies with Drug-Free Workplace Policy
- Complies with safety training guidelines
- Follows oral and written instructions

***Care of Equipment**

- Performs pre- and post-trip inspections on vehicles and equipment used each shift and advises mechanic of maintenance or repair requirements
- Performs light maintenance on equipment and tools as needed
- Follows established repair protocols
- Organizes, uses, cleans, and stores tools to obtain and retain maximum value and efficiency
- Follows established repair protocols

***TOOLS AND EQUIPMENT USED:**

- Organizes, uses, cleans, and stores tools to obtain and retain maximum value and efficiency
- Follows established repair protocols
- Pick up, street sweeper, loader, grader, backhoe, snowplow, dump truck, man lift and mule
- Hand and power tools, computer, cell phone, motorized vehicular equipment including tractor, zamboni, trucks and mowers

***KNOWLEDGE/ ABILITIES:**

- Ongoing participation in Confined Spaces training
- Ongoing participation in Open Trench Safety program
- Water distribution system certification desirable
- Wastewater collection system certification desirable
- Flagger certification desirable

***DESIRED MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent
- Driver's License with good driving record
- Class B C.D.L. or ability to obtain within 6 months of hire
- 1 year relevant experience
- General knowledge of heavy equipment operation, min. 500 grader hours desirable
- Ability to sustain heavy physical exertion
- Ability to work in confined spaces and at heights
- Ability to perform work in adverse weather conditions
- Ability to lift and carry 50 lbs

***ORIENTATION AND TRAINING PERIOD:**

- 6 months
- 1 year to achieve general competency

***WORKING ENVIRONMENT CHALLENGES:**

- Environmental and mechanical hazards
- Confined spaces and heights
- Adverse weather conditions
- On-call requirements

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Victor is an Equal Opportunity and Affirmative Action Employer.