

## Equipment Operator – City of Port Aransas, Texas

**Job Title:** Equipment Operator - Streets  
**Department:** Street Division, Public Works  
**Reports To:** Street Supervisor  
**FLSA Status:** Non-exempt  
**Prepared By:** Personnel Director and Executive Assistant  
**Salary/Grade:** 20  
**Date:** 4/16/2015

**Summary:** Under the direct supervision of the Street Supervisor, the Equipment Operator performs semi-skilled and skilled level work. The Equipment Operator is responsible for operating heavy equipment in a safe and effective manner. This position provides labor to assist in the repair and maintenance of the city streets, roadways, drainage, facilities, traffic control infrastructure: mowing, tree trimming, weed eating, mowing and general upkeep of all alleyways; and performs any and all other related work as required and directed.

**Essential Duties and Responsibilities include the following:**

- Operates all heavy equipment in a safe and efficient way according to all relevant legislation, policies and procedures.
- Operates back hoe/front end loader to repair and maintain city streets, roadways, alleys right of ways, drainage facilities and all other work requiring a back hoe/front end loader as directed.
- Operates grader on roadways, alleys, right of ways and all other work requiring a grader a directed.
- Operates dump truck moving sand, caliche, limestone and related material within the City as directed or required.
- Operates a variety of other equipment such as various tractors and small tools as required and directed.
- Re-fuels, cleans, oils, greases and maintains all equipment such as various tractors and small tools as directed including periodic rust prevention activities.
- Assist fleet technicians in service, repairs and fabrication of various equipment and tools. Assists in cleaning shop, bays, lift areas and general housekeeping activities as directed.
- Assists in properly securing worksites by use of barricades, flags and traffic direction in and around worksites. Ensures safe working conditions within work areas.
- Assists Streets supervisor in directing Street Department workers in completing the specific required tasks and ensure compliance with applicable regulations and city policies.

**Supervisory Responsibilities:** This position, while under the direct supervision of the Street Supervisor, does have some general supervisory responsibility and leads work activities of fellow workers in completing the required Street Department tasks in the field.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies-

- *Customer Service* - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; Able to read and interpret written

information.

- *Leadership* – Exhibits confidence in self and others; Accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; Completes administrative tasks correctly and on time; Support's organization's goals and values.
- *Judgment*- Displays willingness to make decisions; Exhibits sound and accurate judgment;
- *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; Completes work in timely manner.
- *Adaptability* - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; Takes responsibility for own actions.
- *Initiative* - Volunteers readily; Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or GED required along with Valid Texas Commercial Driver's License.
- Training with emphasis and two (2) years experience efficiently operating simple to specialized equipment (i.e. front end loaders, graders, dump truck, water truck, back hoe, tractors and various small tools and equipment).
- Training with emphasis in

**Education and/or Experience:** High school diploma or general education degree (GED); Valid Texas Commercial Driver's License required; two (2) years experience efficiently operating simple to specialized equipment (i.e. front end loaders, graders, dump truck, water truck, back hoe, tractors and various small tools and equipment); experience in work zone traffic control such as flagging, lane closures, sign placements and road closure procedures.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** To perform the job successfully, an individual should have knowledge of internet software and word processing software.

**Certificates, Licenses, Registrations:** Valid Texas Driver License in good standing.

**Reasoning Ability:** Basic office skills; good telephone etiquette; typing and computer skills preferred.

**Physical Demands:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee occasionally is required to stoop, kneel, crouch, crawl. The employee must frequently lift and/or move up to 20-50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of the job, the employee is exposed to outside weather conditions; extreme cold and extreme heat; toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts; high precarious places and risk of electric shock. The employee will be exposed to possible extended periods of loud noise.

EMPLOYEE: \_\_\_\_\_

Date: \_\_\_\_\_