



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Equipment Operator I (Equipment Operator I – Utilities Division)	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Utilities Superintendent	GRADE/RANK: Grade 8
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Position performs routine semi-skilled work, manual labor, recurring preventative maintenance (RPM) activities, and operates medium and light duty equipment for the repair, maintenance, and construction of water and sewer lines and appurtenances.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provides timely and complete communication with Crew Leader or Crew Supervisor;
- Attends regular environmental and safety training sessions for crews;
- Provides and maintains a positive attitude in interactions with the public and City staff;
- Operates medium and light duty equipment and power tools including but not limited to combination jet/vacuum truck, sewer jet, vacuum excavating equipment, dump truck, TV inspection truck and equipment, boom truck, loader, tapping machines, air compressors, utility line locating equipment, leak correlating equipment, valve maintenance equipment, quickie saw, impact wrench, jack hammer, plate tamper, dewatering pump, bypass pump equipment, emergency generator, smoke test machine, and confined space equipment;

- Inspects, services, maintains, and cleans equipment and vehicles;
- Performs manual labor for maintenance, repair, and construction activities;
- Performs pest control and root control in sanitary sewer lines and manholes;
- Prepares work zones and performs flagging operations for traffic control;
- Operates snow plow, salt truck, or other tools during snow and ice removal operations;
- Performs on-call duties for Public Works off-hours emergencies and;
- Performs related tasks as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of municipal utility system maintenance, repair, and construction;
- Basic knowledge of job-related hazards, health, regulatory, and environmental laws;
- Basic skill in operation of light and medium duty equipment and power tools;
- Basic skill in the use of computers;
- Ability to perform manual labor;
- Ability to maintain, adjust, and repair equipment and;
- Ability to understand verbal and written directions.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Position requires any combination of education and experience equivalent to completion of eighth grade and some experience in utility work and/or the operation of motorized equipment.

SPECIAL REQUIREMENTS:

Position requires valid Virginia driver's license, good driving record in accordance with City standards, and possession of CDL Class B license with tanker endorsement. Position is subject to annual driving record review. Position requires ability to work irregular schedules on an as needed basis, including nights, weekends, and holidays. Position is subject to on-call/call back status. Position is subject to pre-employment physical, drug test, driving record review, and criminal background review. Position is subject to random drug and alcohol testing. Position requires the ability to enter confined spaces using SCBA and to work in and around potentially hazardous areas such as utility trenches, vaults, manholes, streets, roads, alleys, easements and areas with untreated sewage. Position requires a home or personal telephone.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position requires physical work including the exertion of up to 50 pounds of force frequently and up to 75 pounds of force occasionally to move and load objects and equipment. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires ability to wear self-contained breathing apparatus (SCBA) equipment in confined spaces. Work is

regularly performed in tight or confined areas such as ditches, manholes, and vaults. Work requires frequent repetitive tasks using gross and fine motor skills for hands and feet for operating clutches, levers, knobs, and related controls. Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word. Visual acuity is required for operation of machines, observing surrounding areas and activities, and ensuring safe traffic conditions and work sites. Work is subject to adverse environmental conditions including extreme cold, extreme heat, rain, snow, ice, noise, vibrations, and related hazards.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

None

EXAMPLES OF EXPECTED DECISION MAKING:

Position decides when to hold or when to allow traffic when flagging; decides what equipment and materials are required for assigned tasks such as installing new water or sewer services; decides which tools and equipment are required to complete a water main repair.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Equipment Operator I – Utilities will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019