



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Equipment Operator II (Equipment Operator II – Utilities Division)	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Utilities Superintendent	GRADE/RANK: Grade 10
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Position performs routine and difficult skilled maintenance and construction work for installing and repairing water and sewer lines and appurtenances. Position performs recurring preventative maintenance (RPM) activities on water and sewer lines and appurtenances. Position operates and maintains heavy, medium, and light duty equipment as required in the maintenance, repair, 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 on all activities with Crew Leader, Crew Supervisor, and/or Utility Operations Engineer;
- Complies with all safety and environmental laws/regulations including OSHA, City, and Departmental policies and maintains a safe work environment;
- Attends regular environmental and safety training sessions for crews on equipment and work practices;

- Performs maintenance, repair, and construction work for all water and sewer lines and appurtenances and for restoration of utility division street cuts in preparation of patching by the street division in accordance with City standards;
- Acts as lead operator or Crew Leader in absence of Crew Leader or when assigned;
- Provides and maintains a positive attitude in all interactions with the public, citizens, customers, and all City staff;
- Operates heavy, medium, and light duty equipment and power tools including but not limited to backhoe, combination jet/vacuum truck, sewer jet, vacuum excavating equipment, dump truck, TV inspection truck and equipment, boom truck, loader, large tapping machine, small tapping machine, hole auger, rock breaker, flow monitoring equipment, large air compressor, small air compressor, utility line locating equipment, leak correlating equipment, valve maintenance equipment, quickie saw, impact wrench, jack hammer, plate tamper, trench 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, including RPM activities, for all water and sewer lines and appurtenances;
- Performs pest control and root control in sanitary sewer lines and manholes;
- Reads and uses drawings, maps, and plans for utilities operations;
- Utilizes computer (hardware and software) to execute work and to maintain and update data and records for utility system maintenance and operations;
- 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 by Crew Leader, Crew Supervisor, or Utility Operations Engineer.

KNOWLEDGE, SKILLS AND ABILITIES:

Position requires knowledge, skills, and abilities including, but not limited to, the following:

- Knowledge of municipal utility system maintenance, repair, and construction;
- Knowledge of applicable job-related hazards, health, regulatory, and environmental laws;
- Considerable skill in operation of light and medium equipment and power tools;
- Basic skill in operation of heavy equipment;
- Ability to perform manual labor;
- Ability to maintain, adjust, and repair equipment;
- Ability to understand verbal and written directions and;
- Ability to utilize computer (software and hardware) in executing required work and maintaining and updating data and records for system maintenance and operation;

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Position requires any combination of education and experience equivalent to completion of eighth grade and applied 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.

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, monitoring crew 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:

Position is under regular supervision of Crew Leader, Crew Supervisor, and Utility Operations Engineer. Position does not have supervisory responsibilities, but may serve as lead equipment operator and/or crew leader of small task or project oriented crews of approximately one to three workers as assigned or in absence of Crew Leader.

EXAMPLES OF EXPECTED DECISION MAKING:

Position decides which jet nozzles to use when cleaning or unclogging sewer mains; 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 II - 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