



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Equipment Operator III - Streets	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Streets Superintendent	GRADE/RANK: Grade 12
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible skilled maintenance and/or construction work in the street department; operates heavy, medium and light duty equipment as required in the maintenance and construction of streets, sidewalks and curbs and storm sewers. Performs seasonal operations such as leaf pickup, heavy trash pickup and ice and snow removal. Performs regularly scheduled standby duties to include sewer, water, streets and storm related problems. Responds to unscheduled emergency work due to storms, ice, and snow.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

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

- Operates heavy, medium and light duty equipment including but not limited to, backhoe, loaders, boom truck, bucket trucks, and motor grader;
- Ensures a safe work environment utilizing safety equipment and implementing safety standards;
- Serves as lead operator by directing and overseeing a crew of workers in the repair, maintenance, and construction streets, sidewalks and storm sewers;
- Reads maps and blue prints and utilizes them in the construction and maintenance operations

- Makes and adjusts on-the-job work assignments to address staffing, operational and supply needs;
- Maintains time, material inventory records, crew work reports, and computer data base record-keeping on crew maintenance, equipment operational logs and construction and maintenance activities ;
- Trains and instructs subordinates on equipment and safe work practices;
- Acts as supervisor in Crew Supervisor's absence;
- Insures all construction and maintenance activities are done to Public Works and Engineering Department specifications in the installation of storm sewers, sidewalks and street construction and maintenance of the same;
- Perform snow and ice removal duties as required;
- Performs seasonal duties such as heavy trash pick-up, mowing and leaf collection;
- Performs standby duties for Public Works off-hours emergencies;
- Utilizes computer databases to update division records;
- Performs other duties as assigned and;
- May assist utility crews with the maintenance and repair of water/sewer lines.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of street, sidewalk and storm sewer construction and the repair and maintenance practices of the same;
- Extensive skill in use of construction equipment;
- Extensive knowledge of the occupational hazards and safety precautions of the work performed by the street department;
- Be certified in VDOT basic work zone safety training;
- Ability to prepare basic reports and maintain the street division records and maps;
- Ability to lead and direct the work of crew members on projects and;
- Basic computer knowledge including Microsoft programs, Windows operating system utilized by the street department.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High school diploma or equivalent amount of training and experience. Extensive experience in the operation of equipment utilized in the maintenance and construction of streets and storm sewers.

SPECIAL REQUIREMENTS:

Possession of valid driver's license with good driving record and CDL Class B license with tanker endorsement. Must work in adverse weather conditions. Must be willing to work nights, week-ends and holidays if inclement weather or other adverse conditions require the clearing or

work on streets, etc. Will be on call on a rotational basis for emergency work. Individual is subject to random drug testing.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 25 pounds of force frequently to move and load objects, and some heavy work requiring the exertion of up to 75 pounds of force occasionally. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires frequent repetitive tasks using gross and fine motor skills for hands and feet (depressing levers, operating clutch etc.) 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 surroundings and activities and ensuring safe traffic conditions. The work is subject to adverse environmental conditions including extreme cold and extreme heat, noise, vibrations, hazards etc.

ADA:

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

SUPERVISORY RESPONSIBILITIES:

Work is performed under regular supervision of Crew Supervisor. Position does not have direct supervision duties, but may direct project tasks over small work crews or supervise crew when Crew Supervisor is absent.

EXAMPLES OF EXPECTED DECISION MAKING:

Decides the type of equipment and manpower needed for the task at hand.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Equipment Operator III - Streets 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