



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

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

GENERAL DEFINITION AND PURPOSE OF WORK:

Supervises and performs responsible skilled and technical work as it relates to the inspection, maintenance and construction of the City's storm sewer system. Responsible for the maintenance and repair of the City's storm sewer system. Assists the Street Superintendent in creating and maintaining accurate records on the system and developing work schedules.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

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

- Supervises and participates in the inspection, inventory and maintenance of the City's storm water facilities;
- Assists Engineering in the inspection and inventorying of the City's storm water system;
- Investigates and reports on problems found from inspection by Engineering;
- Receives records and investigates storm water quality concerns reported to the City;

- Assists in the data collection in support of the city's GIS system;
- Prepares and interprets needed reports required by supervisor;
- Operates small tools required to complete assigned tasks;
- Operates equipment such as but not limited to flush truck, dump truck, backhoe and loader as directed;
- Follows standard safety procedures in the operation of equipment and the day to day duties;
- Recommends any personnel measures needing action to Superintendent;
- Performs minor maintenance and routine housekeeping on assigned equipment;
- May assist utility crews with the maintenance and repair of water/sewer lines;
- Responds to emergency situations as needed;
- Assists with snow removal when needed;
- Ensures all staff are using proper techniques and equipment for specific task;
- Performs related tasks as required and;
- Provides leadership and strong supervision of assigned personnel.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of or the ability to learn Federal, State and city government regulations with regard to the National Pollutant Discharge Elimination system permit;
- Knowledge of the occupational hazards and safety precautions of the work;
- Ability to be trained in the operation of trucks, tractors and other light equipment;
- Ability to understand and follow oral and written instructions;
- Ability to prepare, maintain and interpret required reports in a neat and efficient manner;
- Ability to make minor repairs and adjustments to equipment;
- Ability to complete tasks independently;
- Ability to evaluate maintenance problems in the field and take appropriate action;
- Ability to deal effectively and courteously with the general public;
- Ability to communicate effectively with staff and public and;
- Basic computer skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to high school diploma and considerable experience the construction field.

SPECIAL REQUIREMENTS:

Possession of valid appropriate driver's license with CDL class B with tanker endorsement classification issued by the Commonwealth of Virginia and a good driving record. Position must be available to work evenings and weekends in the event of emergencies or severe weather

conditions. Must be available for periodic 24-hour standby duty. Individual is subject to alcohol and drug testing.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 25 pounds of force frequently to move objects and up to 50 pounds to occasionally to load equipment and move items. Position requires the ability to walk and stand for extended periods of time. Must be able to bend, climb steps, reach and lift objects. Work requires frequent bending, squatting, kneeling, carrying and occasional climbing and reaching above shoulders. Position requires working in all weather conditions and in harsh working environments. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, conveying information and instructions. Hearing is required to receive information at normal spoken word level. Visual acuity is required for operation of machines, observing surroundings and activities and ensuring safe conditions.

ADA:

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

SUPERVISORY RESPONSIBILITIES:

Serves in a leadership role and provides limited supervision in the maintenance, repair and installation of the City's storm water system.

EXAMPLES OF EXPECTED DECISION MAKING:

Makes decisions on prioritization and methods of repairs to storm water facilities. Determines what is an emergency repair or if a repair can be scheduled at a later date.

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 – Storm Water 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