



JOB DESCRIPTION

POSITION: Equipment Operator (Gas, Water and Sewer)

REPORTS TO: Water Distribution Supervisor / Public Works Director

When needed for specific jobs may also report to Gas Superintendent / Wastewater Plant Superintendent

JOB SUMMARY: This is a semi-skilled work of a routine nature in the operation of heavy equipment. Under the general supervision of the Gas & Water Superintendent, an employee in this class is responsible for the safe and efficient operation of Mini-Excavator, and Backhoe. Work may also include the operation of tractors and other related automotive equipment. Driver may be required to clean & service equipment and make minor repairs. Assignments are usually received orally, although in some cases they may be written. Employees perform unskilled and semi-skilled laborer duties on various assignments. After instructions are given, the work is usually performed without supervision. Work is then reviewed upon completion regarding operation and care of equipment. This position will also be responsible for emergency response activities, and other duties as assigned. The following examples are illustrative of some of the duties and tasks assigned to this title. No attempt is made to be exhaustive in this listing.

ESSENTIAL JOB DUTIES:

- Operates Mini-Excavator, and Backhoe.
- Constructs new Gas, Water, and Sewer mains and services lines.
- Operates small equipment when needed (i.e. Lawn Mower, Weed Eater)
- Loads materials & supplies and delivers to proper locations
- Assist in the General Repairs of Gas/Water lines
- Changes out meters, and meter related parts
- Flushes fire hydrants as needed
- Flag traffic; place regulatory signs at work sites
- Performs Minor Maintenance
- May service equipment with gas, oil, water, grease, and hydraulic fluid
- Keeps regular check on equipment operated
- Performs Other Job-Related Duties as Assigned

MINIMUM REQUIREMENTS OF POSITION:

- High School Diploma (or GED equivalent)
- Must be 18 years of age or older
- Valid Georgia driver's license
- Must successfully pass criminal background and Motor Vehicle/DOT checks
- Must successfully pass post-offer drug screening and pre-employment physical
- Ability to obtain certifications necessary for the department assigned
- Some experience in the operation of heavy equipment and trenchers safely and efficiently
- Knowledge of the operation and maintenance requirements of the various types of equipment
- Knowledge of traffic laws, ordinances and rules involved in the operation of heavy equipment
- Skill in the operation of assigned equipment
- Ability to perform heavy manual labor for extended periods

- Frequent standing, walking, bending, kneeling, and working in confined or excavated spaces
- Ability to perform heavy manual labor for extended periods and under unfavorable weather conditions
- Ability to work in all weather conditions (i.e. Rain, Cold, Extreme Heat)
- Ability to understand and follow written and oral instructions
- Ability to learn the general geographic layout of the city and to learn the routes to other locations
- Ability to abide by dress code including proper footwear
- Dependable attendance, on-call availability, and professional conduct
- Ability to perform heavy manual labor for extended periods
- Ability to be available and participate/work in City Events

WORK SCHEDULE: Monday - Friday, 7:00 AM - 4:00 PM (40-hour work week) plus rotating on-call, after-hours, and call-ins when needed.

ADDITIONAL INFORMATION: A formal performance evaluation will be conducted after six (6) months of employment to assess job performance, communication, reliability, and adherence to departmental standards.