

City of Willard, Missouri Job Description

Equipment Operator/Crew Foreman: Public Works Department

General Purpose of Position

Provides operation of heavy equipment and supervision as crew foreman

Major Duties and Responsibilities

Operates heavy equipment in the construction, repair, and maintenance of city facilities

- Operates backhoes, bobcat, tractors, etc as needed to excavate, clean, construct, or repair city facilities
- Drives pickups, snow plows, and salt spreaders to remove snow, dirt, asphalt, concrete, etc. from city streets, parts, right-of-ways, and grounds
- Determines appropriate procedures or equipment to utilize
- Maintains simple records, logs, etc.
- Provides light maintenance of equipment as necessary
- Reads and applies various operating and procedural instructions
- Utilizes appropriate safety equipment and procedures
- Services and makes minor repairs to assigned equipment
- Maintains equipment and tools through proper care and maintenance
- Loads, unloads, and maneuvers a variety of materials and equipment such as cement bags, rebar, jack hammers, etc., as required
- Participates in the construction of water/sewer lines and related accessories, included but not limited to valves, meters, and fire hydrants

Operates as crew foreman

- Directs the work of subordinate personnel and temporary or seasonal employees as required
- Performs duties of comparable or lower positions as required
- Performs other duties as assigned by the Public Works Director

Assists with other Public Works functions as needed

- Installs new lines
- Maintains recycling center
- Performs maintenance for main breaks
- Assists with snow removal
- Operates pump at lift station

Performs other duties as directed

Job Context

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| Status | Full-time |
| FLSA Status | Exempt |
| Department | Public Works |
| Immediate Supervisor(s) | Public Works Director |

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| Frequency of Supervision | Once or twice weekly; more often during winter |
| Number of Supervised Employees | As assigned |
| Type of Work Schedule | Regular hours, year-round |
| Frequency of Overtime | Occasionally, for snow removal and emergencies |
| Frequency of Night Work | Occasionally, for snow removal and emergencies |
| Shift Position | Not Applicable |
| On Call Status | Always |
| Percentage of Work Indoors | 10% |
| Percentage of Work Outdoors | 90%, in all types of weather conditions |
| Types of Accountabilities | Monetary, Safety, Legal |
| Exposure to Chemicals / Hazardous Materials | On a regular basis |
| Applicable Chemicals / Hazardous Materials* | Cleaning supplies, muratic acids, pool chemicals, insecticides, herbicides, marble dust, gasoline, oil, vehicle exhaust, flood water, human waste |
| Average Stress Level | Below average, varies with activities |
| Physical Work Associated With This Position** | Lifting, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment, pulling and pushing |

**Exposure to chemicals / hazardous materials may not be limited to this list.*

***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Education and Experience

The person in this position must have a high school diploma or its equivalent. At least two years of experience in public works or a related field is required. An equivalent combination of education and experience will be considered.

Licenses and Certifications

A valid Missouri driver's license is required; a commercial license and specific chemical certifications are preferred.

Knowledge, Skills and Abilities

Knowledge

- Basic plumbing principles
- Purchasing procedures
- Water tower, lift station and pump station operations
- Principles of public works operations
- Safety recognition
- Operation of heavy equipment
- Procedures to maintain vehicles and equipment
- Procedures related to utility meter reading
- Meter repair and maintenance
- Layout of city streets
- General equipment operation
- Basic understanding of hand tools and small machinery
- Minor mechanical repairs on the truck and other machinery
- Basic measurement principles
- Basic construction methods and practices

- General maintenance practices
- Proper grammar and the use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Usage of power tools or small machinery
- Apply basic plumbing principles
- Basic construction skills as they apply to water and sewer maintenance
- Capable for walking for long periods of time over lengthy distances
- Ability to make judgments concerning meter repair
- Heavy equipment operating skills
- Good defensive driving skills
- Understand flow of traffic
- Leadership skills
- Ability to follow orders
- Use tools and small machinery
- Operate and maintain light equipment
- Spatial skills
- Good physical strength
- Install signs accurately and properly for water and sewer maintenance
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and city policies and procedures
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Communicate effectively with other City employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Follow City and departmental policies and procedures