

City of Bloomingdale, Georgia – JOB DESCRIPTION

Public Works Equipment Operator

Department: Public Works
Report To: Public Works Supervisor
FLSA Status: Non-exempt (eligible for overtime pay)

POSITION SUMMARY

Public Works Equipment Operator is a non-exempt position under FLSA. The Public Works Department is responsible for the maintenance of City facilities, roads, streets, and other areas of designated right of way. This position is responsible for assisting in the general maintenance and cleaning in an assigned city department or area as well as making minor equipment and facility repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with driveway construction and street cleaning.
- Loads and unloads items such as stone, gravel, dirt, asphalt, pipe, timber and heavy mechanical equipment.
- Serves City properties, right-of-way, and infrastructure based on established schedules or assigned work orders.
- Performs a variety of other heavy manual work in connection with maintenance of streets, roads and facilities.
- Ensures all equipment is in proper working condition and is cleaned and maintained on a routine schedule.
- Receives directions from the Public Works Director or Crew Leader and schedule work appropriately, allowing for emergencies or other tasks as they are assigned.
- Monitors City infrastructure/properties and reports needed repairs or installation to Public Works Director/ Crew Leader. This is to include but is not limited to landscape maintenance, street signage, traffic control devices, stormwater infrastructure, street paving, street curb and gutter, and rights-of-way.
- Collaborates with other Public Work's and City staff for seasonal installations, special events, work orders and enhancement projects.
- Ensures all State, Federal and Local City safety standards are being upheld while working or in a capacity that represents the City of Bloomingdale.
- May be required for after-hours work and events as needed.
- Performs other related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Requires a High School Diploma or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive Knowledge of methods, techniques, materials, tools, and equipment used in the maintenance and repair of streets, gutters, sidewalks, drainage structures, rights-of-way, and related infrastructure.
- Knowledge of applicable federal and state laws and administrative regulations, City ordinances and external directives.
- Knowledge of safe work methods, safety precautions and safety regulations related to street construction and maintenance work.

- Knowledge of geographic boundaries of the City's Road network, traffic patterns and public facilities.
- Knowledge of the safe and proper use and care of manual, electrical, gas and hydraulic powered tools and equipment used in the assigned functional area.
- Knowledge of the proper placement of barricades and signage for road and lane closures needed for the protection of vehicular and pedestrian traffic.
- Skilled in the operation of light to heavy vehicles and equipment in the installation, maintenance and repair functions associated with the assigned functional area.
- Ability to read and comprehend simple instructions; write simple correspondence; present information in one-on-one situations (e.g., to Supervisor, co-workers, etc.)
- Ability to perform general math functions, including addition and subtraction and multiplication and division as needed.
- Ability to read and interpret various documents such as blueprints, safety rules, operation and maintenance instructions, procedure manuals and related documentation.
- Ability to communicate effectively, both orally and in writing.
- Ability to set priorities and accomplish work activities with a minimum of supervision and be able to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Ability to work independently to carry out assignments to completion.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

- Highschool graduate or GED equivalent
- Must maintain a valid Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.
- Minimum one year experience in the operation of light, medium, and heavy-duty equipment, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform this job.

PHYSICAL DEMANDS

Basic types of equipment that Equipment Operators may operate include but are not limited to tandem and single axle trucks, street sweepers, wheel loaders, skid loaders, jackhammers, air compressors, spray patcher, crack sealer, various hand tools and related equipment. More experienced operators may operate graders, paver, distributor, water tanker/flusher, excavator and dozer.

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. Must be able to perform heavy work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Must possess the visual acuity to operate equipment and motor vehicles, perform trades tasks, and review work for accuracy, neatness, and thoroughness.

SALARY & BENEFITS

- Starting rate of \$22.00 per hour.
- Employer paid health, dental and vision insurance for the Employee (Estimated value of \$20,000.00).
- Employer paid dental and vision insurance for the Employee's dependents.
- Employer pays 20% towards health insurance plans for dependents.
- Employer paid retirement contributions on behalf of the Employee.
- Employer paid life insurance policy.
- Employer paid short-term disability policy.
- Paid Holidays
- Accrued Personal and Vacation Leave.

The City of Bloomingdale is an Equal Opportunity Employer.

Applications for Employment can be found on the City's website www.bloomingdale-ga.gov/employment or picked up at City Hall located at #8 W. Hwy 80, Bloomingdale, GA, Monday- Friday from 8:00 A.M. to 5:00 P.M.

Completed applications can be submitted at City Hall during regular business hours, by email to gsaxon@bloomingdale-ga.gov, or by U.S. mail to:

City of Bloomingdale
P.O. Box 216
Bloomingdale, GA 31302