

POSITION TITLE: PUBLIC WORKS EQUIPMENT OPERATOR

DEPARTMENT: PUBLIC WORKS

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Public Works Supervisor

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: _____

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for maintenance of public roads, catch basins, and grounds.

JOB RESPONSIBILITIES

Sets up traffic diversions

Paves and repaves and/or patches City streets

Sweeps streets

Plows snow

Operates equipment such as Front End Loaders, Backhoes, Graders and Dump Trucks

Installs and maintains street signs

Designs and fabricates street signs

Repairs and rebuilds catch basins

Mows grass

Trims trees and shrubs

Picks up City trash

Digs graves at City cemetery

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to stoop, kneel, crouch or crawl and lift up to 50 pounds. Depth perception is an important vision requirement.

REQUIRED SKILL SETS***Occupational/Technical Skills***

Ability to run snow plows, fork lifts, front end loaders, jack hammers/drills, graders, dump trucks, street sweepers, chain saws and a variety of other medium to large equipment

Must maintain a valid Commercial Driver's License (Class B) and must have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to anticipate problems and develop alternative strategies for goal completion

Ability to handle multiple priorities and projects

Cognitive Skills

Ability to deal with a variety of concrete variables in situations where significant standardization exists

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to perform standard business arithmetic, including percentages and decimals

Ability to develop original, unusual, successful approaches

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Interpersonal Skills

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

Ability to take charge and initiate actions

DESCRIPTION OF WORKING CONDITIONS

Work is performed outdoors, frequently alone, in conditions that include temperature extremes, dust and dirt and excessive noise

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

High school diploma or equivalent; Commercial Driver's License (Class B); one to three years related experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.