**POSITION TITLE:** PUBLIC WORKS EQUIPMENT OPERATOR  
**DEPARTMENT:** PUBLIC WORKS  
**CITY OF BOWLING GREEN**

### REPORTING RELATIONSHIPS

<table>
<thead>
<tr>
<th>Position Reports To</th>
<th>Direct Reports by Title:</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works Supervisor</td>
<td>Direct: 0</td>
<td>Indirect: 0</td>
</tr>
</tbody>
</table>

### 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.