

**Public Works Operator I**  
**Beginning Pay Rate: \$14.16**

**CITY OF TALLADEGA JOB DESCRIPTION: Equipment Operator I**

City-wide Grade: Safety and Sensitive Job subject to a pre-employment background check and random drug screens.

Relationships Reports to: Assigned Supervisor; no subordinate staff

Other Internal Contacts: All City Departments

External Contacts: General Public; Utility Boards, and Companies

**JOB SUMMARY:** This is an entry level operator position. Under the direction of assigned supervisor, the employee performs basic equipment operation needed to accomplish the objectives and functions of the Public Works Department. The employee operates light equipment and provides manual labor for the completion of projects. Employee receives specific detailed instructions from the assigned supervisor. Work is performed under established procedures with frequent inspections during progress, with final inspection of completed work. Employee performs routine maintenance inspections on assigned equipment, notifies supervisor of equipment failures, and may assist with repairs. Also, employee performs other routine manual labor as assigned. This job description is written generically in order to meet requirements for several City departments. Duties listed are inclusive of several City departments and may not apply to a specific department. Must be able to operate equipment and the job is considered to be strenuous with the ability to lift greater than 50 lbs.

**ESSENTIAL FUNCTION:** Equipment Operation. Utilizes hand tools and power equipment to accomplish assigned tasks and performs minor repairs on equipment. Also, duties include City grooming, maintains the appearance of the City Right-of-Way (ROW), and performs manual labor to assist in the completion of departmental projects. Specific duties include: **(1)** Drives and operates light equipment for the Department, including the tractor/mower and dump truck; **(2)** Performs pre-work safety inspections of equipment and performs preventative maintenance; greases, check fluids, tire pressure, gas and gauges; **(3)** Performs minor repairs to assigned equipment; **(4)** Operates small engine power tools including lawn mowers, chain saws, concrete saw, leaf vacuum and blower, jack hammer, and weed eaters; **(5)** Reports the need for equipment repairs needed to the supervisor; **(6)** Operates power equipment and hand tools performing assigned duties; **(7)** Mows grass, trims and edges, trims bushes and trees; **(8)** Maintains right-of-ways; **(9)** Places barricades and routes traffic around work areas; **(10)** Uses hand tools such as saws, hammers, and shovels; performs manual labor; **11.** Digs trenches, assists in setting pipe; **(12)** Uses a chainsaw to cut trees and bushes from ROW; **13.** Shovels asphalt, rocks, dirt and other materials during road repairs; **(14)** Picks up and piles brush, refuse and other materials; **(15)** Reports to assigned location in case of weather emergencies beyond work hours; **(16)** Performs flagman duties, as needed, while on road maintenance jobs; and **17.** Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:** Must possess a high school diploma or GED and a valid driver's license (prefer Class B CDL) and be insurable; one (1) year of experience operating equipment in maintenance, and construction or comparable education pertinent to the job requirements; and the ability to work overtime, weekends, or emergencies as needed.

**NOTE:** Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive.

Job Description Prepared: June 2017