MEMORANDUM

To: All Departments
From: Will Davis, Sewer Superintendent
Date: September 14, 2020
Subj: Utility Maint VII (Heavy Equip Operator)

There is a vacant position that exists within the Public Works Sewer Division. Utility Maintenance VII. If this position is not filled by a city employee within (10) working days of this notification, it will be open to the public on

_10/12/2020_

**Description:**

Workers in this position are expected to operate complex heavy construction equipment for the maintenance and construction of the sewer and water systems and perform related duties as required. The Utility Maintenance VII works with a large degree of independence but will receive directions from the Utility Maintenance Construction Supervisor. This position may involve the supervision of construction crews.

**Duties and Responsibilities:**

- Operates and maintains heavy motorized construction equipment used in earth moving operations, including, but not limited to, bulldozers, backhoes, trackhoes, excavators, front-end loaders, graders, compactors, large vehicles, and dump trucks.
- Digs holes and trenches, moves, grades, excavates earth, and moves heavy objects.
- Gathers and loads dirt and waste products from job sites onto trucks. Transport them to appropriate locations.
- Performs and is responsible for daily preventive maintenance of assigned heavy equipment, machines, and power tools as required including but not limited to fluid and filter changes and parts lubrication.
- Ensures that heavy equipment is safely and securely stored.
- Loads and secures heavy equipment for transportation.
• Transports heavy equipment to and from work sites.
• Uses various hand and power tools.
• Correctly interprets color coded markings of utility services according to Louisiana One Call standards.
• Safely performs excavation in close proximity to existing utilities without causing damage to existing utilities or other structures.
• Practices proper trench safety including shoring, sloping, and benching.
• Performs tasks related to sewer and water line installation and maintenance.
• May train others in equipment operation and safety procedures.
• Works independently in the absence of supervision.
• May assume the Construction Supervisor’s responsibilities during absences.
• Sets up barricades, traffic cones and directs traffic.
• Performs other duties as described by supervisor.

**Special Requirements:**

• Able to climb into and out of trucks.
• Able to climb up and down ladders.
• Able to work outdoors in extreme weather conditions with exposure to the elements.
• Able to work in small, cramped or confined spaces.
• Able to perform heavy manual labor including, but not limited to, lifting, shoveling, bending, twisting, pulling, crawling and squatting.
• Available to perform after hours and weekend call out as required.
• Must maintain cooperative working relationships with other City employees.

**Required Skills and Abilities:**

• Knowledge of operation and maintenance characteristics of a variety of heavy, power-driven equipment.
• Knowledge of methods and materials used in general construction and maintenance work.
• Familiar with traffic laws, ordinances, and rules involved in heavy equipment operation.
• Ability to supervise a construction crew and organize work assignments.
• Ability to read, write, and speak the English language at a high school graduate level.
• Ability to understand and follow oral and written directions.
• Can operate complex construction equipment.
• Knowledge of heavy equipment safety.
• Ability to work with tools such as, but not limited to, picks, shovels, axes, saws and pry bars.
• Reads and interprets sewer and water construction plans, maps and drawings.
• Understands and organizes daily assignments of work to be accomplished.
• Accurately completes work orders in a timely manor.
• Ability to supervise a small construction crew in simple operations.
• Ability to use portable and truck radios according to FCC guidelines.
• Practices safe driving and observes safe workplace practices.

**Education & Experience:**

• Must have a high school diploma or GED from an accredited institution.
• Possess and maintain a valid Louisiana Commercial Driver’s License of the appropriate class.
• Experienced in operation and driving medium and heavy equipment.
• Must obtain a Louisiana Class 1 certification within twenty four (24) months of employment and obtain a Louisiana Class 2 certification within thirty six (36) months of employment. Certification must be maintained while employed.

Note: Specific Louisiana certifications are related to the division where you work.

  o Water Pollution Control – requires Wastewater Treatment certification
  o Sewer Department – requires Wastewater Collections certification
  o Water Department – requires Water Distribution certification