

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: EQUIPMENT OPERATOR II Job Code: 1812 Pay Grade: 12

Full-Time: Part-Time: Temporary: Seasonal: Other: _____

Department: SANITATION DEPARTMENT

Salary: \$27,715.80 / Annual Hourly Rate: \$13.32 Per Hour

Days/Times: SHIFT VARIES (day w/some evening/night/weekends)

Closing Date: OPEN UNTIL FILLED

Application Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000.

Department Contact Name: Mike Green, Sanitation & Systems Upkeep Superintendent

Contact Number & Email: (770) 830-2016 / mgreen@carrollton-ga.gov

**** Please note that successful candidates for employment must pass a background check and drug screening prior to employment.***

Special Additional Requirements:

High school diploma (or GED equivalent) with two (2) to three (3) years experience with heavy equipment operation; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must possess a valid CDL Class B License.

Job Description:

GENERAL STATEMENT OF JOB:

Under general supervision, operates and maintains heavy equipment used for maintaining, installing and repairing water and sewer mains, lines, taps, and fire hydrants. Responsibilities include operating equipment for digging trenches for water and sewer lines, laying of water and sewer lines, and clear right-of-ways for lines. Reports to the Systems Upkeep Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

Operates heavy equipment including a backhoe, boom truck, trencher, dump truck, jack hammer, etc. to construct, repair, and maintain water mains, sewer mains, fire hydrants, water taps, water meters, sewer taps, man holes, etc.; relocates water meters, water mains, and sewer mains as needed.

Performs maintenance on equipment used by ensuring fluids are kept at appropriate levels; performs simple preventive maintenance and repair to equipment used.

Performs welding duties for water and sewer line system repairs as needed; finishes sidewalks, driveways, etc.

Patches cuts in street pavement after repairs are completed.

Operates a dump truck hoe to remove large obstruction such as rock from repair sights.

Cleans sewer mains and taps, clearing away accumulated debris.

Repairs broken water mains, service lines, sewer mains, water taps, water meters, sewer taps, fire hydrants, water valves, etc.

Operates various equipment and tools needed for water and sewer line repair including sledge hammers, trenchers, various tractors, welding machine, oxygen cycling tank, motor saw, etc.

Assists various other departments with maintenance projects as needed.

Cuts concrete and asphalt as needed for water and/or sewer system repairs.

Cuts and clears land and brush for water and sewer line right-of-ways; removes brush and limbs accumulated at the intake gates at the water treatment plant.

Landscapes customer's property after repairing and replacing water and sewer lines.

Assists other local jurisdictions with the cleaning of sewer mains including Carroll County Water Authority, Carroll County Schools, Carrollton City Schools, and the cities of Bremen and Bowdon.

ADDITIONAL JOB FUNCTIONS:

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS:

High school diploma (or GED equivalent) with two (2) to three (3) years experience with heavy equipment operation; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must possess a valid CDL Class B License.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of maintenance equipment and tools including: a bull dozer, trenchers, dump trucks, boom truck, dump truck hoe, welding machine, sledge hammers, jack hammers, back hoe, etc... Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty (40) pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of fifty to seventy (70) pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation. Requires the ability to write. Requires the ability to speak with and before others.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Equipment Operator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine time and weight.

FORM/SPATIAL APTITUDE: Requires to ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands, fingers, feet, legs, arms, torso, and eyes in using heavy equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, heavy equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires to ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency or working in high traffic areas.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has general knowledge of the policies, procedures, and activities of the City and water and sewer system maintenance practices as they pertain to the performance of duties relating to the position of Equipment Operator. Has general knowledge of water and sewer system maintenance and repair practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, equipment operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, co-workers, and all other groups involved in the activities of the department. Is able to use independent judgment as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Is knowledgeable and proficient with heavy equipment maintenance.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate general technical action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described “Essential Functions” and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff and employees in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with the Systems Upkeep Superintendent, department heads, staff, elected officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.