

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: EQUIPMENT OPERATOR III- CREW LEADER
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS SUPERVISOR

CLASS CODE: 1020
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

Serves as lead worker and performs a variety of specialized maintenance and repair functions, including: cleaning and installing new and existing drainage ditches, culverts, and storm drains; repairing roadways, water lines, and sewers; operating heavy equipment including bulldozers, backhoes, dump trucks, ditchers, shoulder graders, etc.; and performing other manual labor, as assigned, including masonry, installation of decorative lights for special events, setting up for special events, pot hole repairs, etc.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Under general supervision of a Public Works Supervisor, performs and/or plans and coordinates the activities of a crew performing a variety of tasks in the Public Works Department.

Mows and weeds City grounds including rights-of-way, lawns, and areas on or near City grounds, roads, City signs, ditches, and sidewalks using mowers, weed eaters, and blowers.

Removes tree limbs using sidearm cutter; cuts trees and limbs using chainsaw.

Drives flatbed dump truck and/or small dump truck for hauling materials to and from job sites; drives bucket trucks and heavy equipment such as bulldozers and loaders; runs loader to load and unload truck, to backfill, and to remove dirt from job site. Serves as traffic control flagger to keep traffic flowing and places road work signs for safety; serves as pole man for surveying.

Operates backhoe for pot hole repairs; repairs pot holes by filling with asphalt; assists with manhole repairs.

Installs and repairs sewer lines, lift stations, water taps, meters, BFPs, force mains, gravity flow lines and services; repairs water lines, water main lines and services, and fire hydrants; locates water and sewer lines prior to performing repairs to avoid damage.

Repairs concrete driveways, sidewalks, storm drains, etc. pours forms, places forms, and finishes cement.

Sets up and operates laser transit for ditches, manholes, pipes, etc. to ensure proper grade; rakes ditches and grades and levels out roads and ditches with motor grader; lays brick or block for drain boxes, valve boxes, or drying beds.

Inspects and maintains equipment; fuels trucks and equipment; washes trucks and equipment and lubricates as needed.

Installs decorative lights for special events; sets up stages for special events.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Gradall	Backhoe	Blower	Tractor
Track Hoe	Saws	Mower	Hand tools
Motor Grader	Bucket Truck	Clamp Truck	Trencher
Laser Transit	Sewer Vac Truck	Front End Loader	
Probing Rod	Dump Truck		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and

Two to four years of progressively responsible experience; or

Any combination of education, training and experience which provides the required knowledge skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

Class "A" CDL License (ability to obtain)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Heavy equipment operation.

Carpentry.

Plumbing and distribution systems, plant operation and meter operation.

Masonry.

Welding/cutting equipment.

Safety rules.

Skill in:

Operating various types of equipment.

Mental and Physical Abilities:

Ability to lead a crew of workers in the completion of a project; determine the materials and workers needed; maintain effective working relationships with fellow employees and the public; instruct subordinates in work procedures.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Ability to operate various types of equipment.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving a few variables in standardized situations.

While performing the essential functions of this job the employee is regularly required to sit, stand and walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; speak and hear; taste or smell; and lift and/or move up to 50 pounds frequently and 100 pounds occasionally.

Specific vision abilities required by this job include: ability to discriminate between colors and ability to focus.

Working Conditions:

The incumbent's working conditions are typically loud.

While performing the essential functions of the job the employee is regularly exposed to wet or humid conditions, risk of electrical shock, toxic or caustic chemicals; work near moving mechanical parts, work in high precarious places, fumes or airborne particles, outdoor weather conditions, and vibration.

The incumbent is frequently exposed to dirt, dust, extremes of temperature, and noxious fumes and odors.

The incumbent is exposed to moderate work hazards when operating heavy equipment, or using power tools.

The incumbent is exposed to outdoor hazards associated with equipment, machinery and ungraded terrain at construction sites and moving vehicles on roadway.

Working time may require irregular hours, shift times, and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.