

# CITY OF EDGEWATER

## JOB DESCRIPTION

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**POSITION TITLE:** Equipment Operator  
**CLASSIFICATION:** Skilled/Craft Personnel  
**FLSA:** Non-Exempt

**DEPARTMENT:** Public Works  
**SALARY:** \$34,715.20

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### GENERAL SUMMARY

Under general supervision, performs duties necessary for the repair and maintenance of City streets, right-of-ways and City owned parking areas. Reports to the Public Works Superintendent

### PRIMARY DUTIES AND RESPONSIBILITIES: *(all duties may not be performed by all incumbents)*

Grades and maintains roads and City owned parking areas, patches holes in roads with asphalt, rock or cement.

Inspects assigned machinery and equipment before and after use, to ensure proper/safe operating conditions for the completion of daily responsibilities; performs necessary repair and maintenance when assigned; services vehicles as needed including washing, fueling, greasing, etc. Reports any malfunction for repairs.

May assist Stormwater and Refuse personnel in cleaning and clearing of City property

### Performs a variety of miscellaneous duties such as:

Assisting in loading and unloading various materials

May fabricate name and traffic control signs and install and maintain such signs

Mows grass

Patches roads

### Prepares, reviews and/or maintains various types of documents required, specifically:

Work Orders

Incident Reports

Maintenance Reports

Daily Logs

Time Slips

### Utilizes/operates various equipment and supplies in the performance of duties, such as:

Box Scraper

Tractor Mower

Dump Truck

Chainsaw

Tamper

Weed Eater

### Interacts with the following individuals in the performance of duties:

Immediate Supervisor

Co-workers

General Public

## JOB SPECIFICATIONS

PUBLIC WORKS DEPARTMENT EQUIPMENT OPERATOR

**Education and Experience:**

High school diploma required

1 – 3 years of experience in operating the job related equipment

Valid Florida Commercial Class “B” driver’s license required

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

**KNOWLEDGE****Must have knowledge of:**

Methods, practices and procedures of general road maintenance and repairs

Equipment, machinery, tools and agents used in the performance of duties

The operation, maintenance, limitations and safety precautions for all activities

The layout of the City as necessary to conduct work along assigned route

Daily maintenance and inspection requirements for assigned vehicles/equipment

**SKILLS/EFFORT****Must have the ability to:**

Understand and apply departmental policies and procedures

Understand and apply oral and written instructions

Complete daily activities within assigned time frames

Perform work in a safe and effective manner

Work under a degree of stress related to duties that require deadlines

Establish and maintain effective working relationships with all individuals involved in the activities of the department

**Environmental Conditions:**

Outdoor environment with exposure to discomforting and dangerous working conditions

Physical exertion in lifting/moving items weighing up to 50 pounds

Routine travel is required along the daily assigned routes

No overnight travel is required

Other physical/mental requirements may apply

**Supervisory/Budget Authority:**

None

**DISCLAIMER STATEMENT**

This job description is not intended as complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. The physical demands described herein are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**APPROVAL OF STREET DEPARTMENT EQUIPMENT OPERATOR JOB DESCRIPTION**

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**DEPARTMENT DIRECTOR**

\_\_\_\_\_  
**PERSONNEL DIRECTOR**

\_\_\_\_\_  
**DATE**