

EQUIPMENT OPERATOR-Parks

The City of Port Arthur seeks licensed commercial drivers, Class A/B, to fill an Equipment Operator position in the Parks and Recreation Department. To qualify, an applicant must possess a Class B, or higher, commercial license issued by the State of Texas, supplemented by experience operating commercial vehicles and/or relevant equipment such as dump trucks, slope mowers, side cutters and bush hogs.

Essential and other important duties and responsibilities may include, but are not limited to the following: adherence to operational plans to ensure appropriate mowing and maintenance of city parks and right of ways, weed eating, curb trimming, maintenance of ball fields, trimming trees, and removing and transporting a variety of debris and excess material.

The minimum starting salary will be \$15.68/hr., (DOE&Q); there are temporary and regular employment opportunities.

Qualified applicants are to complete an online application using the link on the Employment page of the City's website or may choose to submit 1) a letter of interest, 2) a résumé, and 3) the Disclosure and Release Form (which must be printed from the City's website: www.portarthur.net under the Employment tab), and a copy of applicable licensure for review to:

CITY OF PORT ARTHUR
Attn: Human Resources Department
P.O. Box 1089
Port Arthur, TX 77641-1089
Fax: (409) 983-8282
Email: cheryl.gibbs@portarthurtx.gov

EEO/F/H/AA/RC/ADA/V

CITY OF PORT ARTHUR

JOB TITLE: Equipment Operator I _____ EXEMPT:
REPORTS TO: Immediate Supervisor _____ NON-EXEMPT:
DEPARTMENT: _____ DIVISION:
SALARY RANGE: 21

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the operation of equipment for various public works activities and operations including sanitation collection, construction, maintenance and related operations according to required standards; and to participate in a variety of maintenance and construction work.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Equipment Operator class series. Employees in this class normally work under close supervision performing a group of repetitive or closely related duties according to established procedures. Positions assigned to this class can be distinguished from higher level classes by responsibility for operating a limited range of less complex equipment and vehicles.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from upper level staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential Duties and Responsibilities:

Operate a variety of equipment including trucks, pumps, blowers, weeders, welders, saws, lawnmowers, tractors, loaders, bobcats and other similar equipment and machinery in constructing, repairing, maintaining and moving various materials and property.

Participate in identifying equipment needs for each assigned site or route.

Utilize a variety of manual tools to complete assigned projects including shoveling various materials, hammering nails, collecting debris, building small wooden objects and repairing equipment.

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Equipment Operator I (Continued)

Essential Duties and Responsibilities:

Participate in a variety of activities involving travel between various city facilities and properties and other related external business and government agencies which may include hauling materials and debris and mowing herbage on city property.

Assist with the installation, repair, cleaning and maintenance of various public works materials and city property including refuse containers, swimming pools and sports fields.

Ensure safety of worksite; setup barricades and other safety devices.

Other Important Responsibilities and Duties:

Provide technical support to assist division staff in the completion of their duties and responsibilities; provide functional and technical direction as needed.

May perform minor repairs on equipment and report the need for major repairs.

May inspect and restore equipment fluid levels including oil, fuel, water and transmission fluid; verify operation of gauges and tires; lubricate equipment as needed; service and adjust as necessary.

Assist in preparing and pouring concrete; clean worksite.

Complete daily schedules and timesheets; report all daily work to appropriate division member.

Mark various city property with a variety of marking materials including paint and chalk dust.

May calculate various measurements to include those for cuts, trenches, depths and curb lines.

Plant, cut or trim herbage as requested including trimming trees and planting flowers and trees; remove and transport a variety of debris and excess material.

Collect, empty and distribute commercial and recyclable material containers; collect and transport refuse to landfill.

Perform related duties as assigned.

When Assigned to Sanitation: may be required to operate commercial collection and/or automated collection units as a relief operator, when needed.

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Equipment Operator I (Continued)

When Assigned to the Department of Parks and Recreation:

Assist in the development of, operational plans to ensure appropriate mowing, and maintenance, of city parks and right-of-ways, including route development and audit and assessment.

Assist in, or oversee, annual inspections of all playground equipment and related facilities.

Effectively engage, and represent the Department of Parks and Recreation to citizens and organizations, regarding departmental activities as directed, or those encountered in work activities.

Work with other City departments and divisions to accomplish departmental project completion and to provide assistance as approved.

QUALIFICATIONS

Knowledge of:

Practices, methods and materials used in sanitation collection, construction and maintenance.

Safe work practices.

Ability to:

Operate a variety of equipment including trucks, pumps, blowers, weed eaters, welders, saws, lawnmowers, tractors, loaders, bobcats and other similar equipment and machinery in constructing, repairing, maintaining and moving various materials and property.

Learn traffic laws, ordinances, and rules involved in truck and heavy equipment operations.

Learn city and departmental policies and procedures.

Perform a variety of semi-skilled and skilled construction, repair and maintenance tasks.

Learn the basic geography and street system of the city.

Perform simple maintenance on assigned equipment in an efficient, safe manner.

Understand and follow oral and written instructions.

Work independently or in a crew situation, as assigned

Maintain effective audio-visual discrimination and perception needed for:

– *making observations*

- *reading and writing*
- *operating assigned equipment*
- *communicating with others.*

Maintain mental capacity which allows the capability of:

- *determining and avoiding dangerous situations*
- *interpreting written communication.*

Ability to:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, stooping, kneeling, standing or sitting for extended periods of time*
- *crawling or climbing to perform construction, maintenance or repairs*
- *lifting various materials and equipment*
operating assigned equipment.

Effectively deal with personal danger which may include exposure to:

- *hazardous and toxic chemicals and materials*
- *various fumes*
- *confined or high work places*
- *temperature extremes*
- *various weather conditions*
- *extremely loud noises*
- *hazards associated with working in and near traffic.*

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible experience performing maintenance work involving the operation of various construction and maintenance equipment.

Training:

Completion of formal or informal education which provides the ability to read and write at a level required by the job.

When Assigned to the Department of Parks and Recreation:

Possession of, or the ability to obtain within six (6) months of appointment, an Herbicide license issued by the Texas Department of Agriculture.

License or Certificate

Possession of an appropriate Texas Class A or B Commercial Driver's License (CDL)

NOTE:Regular attendance-is deemed an essential duty for this position.