



## Job Description – Equipment Operator

<b>Job Title:</b>	EQUIPMENT OPERATOR	<b>Department:</b>	STREETS
<b>Group:</b>		<b>FSLA Status</b>	NON-EXEMPT
<b>Salary Range:</b>	Not to exceed Midrange	<b>Position Type:</b>	FULL TIME
<b>Reports To:</b>	Street Supervisor	<b>Directs:</b>	N/A

### Applications Accepted By:

**E-MAIL:**

hrdirector@palestine-tx.org

**Subject Line:**

Attention: Human Resources/ Job Title

**MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)**

City of Palestine Human Resources

504 North Queen

Palestine, Texas 75801

(903)731-8421

### Job Description

**OBJECTIVE**

*THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION*

UNDER GENERAL SUPERVISION, OPERATES A VARIETY OF CONSTRUCTION EQUIPMENT UTILIZED TO REPAIR, MAINTAIN, AND IMPROVE THE STREETS, ROADS, WATER AND/OR WASTEWATER COLLECTION/DISTRIBUTION, STORM WATER SYSTEMS, AND RELATED INFRASTRUCTURE FOR THE CITY OF PALESTINE.

**ESSENTIAL JOB FUNCTIONS**

- (Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.**)
- Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials, and supplies
- Operates jackhammers, mowers, brush chippers and other small equipment and tools to maintain street and utility systems.
- Works with and assists the line crews in digging ditches and trenches, hoisting material, tools, equipment, repairing streets, and any related work with a backhoe, or front-end loader.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or repairs to the supervisor; cleans equipment.
- Assists in the installing and maintenance of traffic control devices.
- Performs all duties in conformance to appropriate safety and security standards



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### OTHER IMPORTANT JOB FUNCTIONS

- Drives and operates backhoe, roller, loader, mower, excavator, street sweeper and other construction equipment.
- Follows blueprints and specifications.
- Drives trucks and equipment to and from work site.
- Checks and maintains vehicle and equipment prior to, during and after use.
- Conducts and performs routine maintenance, checks oil, hydraulic fluid, water level and other areas.
- Operates a variety of related equipment, hand tools, equipment, and other items.
- Assists the water department and other city departments as needed.

**Performs other duties as assigned or required.**

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Knowledge of applicable local, State and Federal statutes, rules, regulations, codes, ordinances, City of Palestine policies and procedures and other governing documents
- Knowledge of the principles of road construction, repair, and maintenance
- Knowledge of basic construction equipment and tools, their use, maintenance, and repair.
- Skill in operating a variety of light construction equipment
- Skill in reading, understanding and interpreting blueprints and related materials.
- Skill in establishing and maintaining effective working relations with employees, other departments, vendors, contractors, the public and others having business with the City of Palestine.

### CERTIFICATIONS AND LICENSES REQUIRED

- A high school diploma or GED AND one year of relevant, responsible work operating construction equipment/vehicles. Must be able to verify diploma or GED requirements.
- Must possess a valid Texas Driver License.
- Must have or obtain a Class B CDL Driver License within 6 months of hire.
- Regular attendance is required.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be exposed to dangerous machinery, hazardous chemicals, potential physical harm and/or exposure to extreme weather conditions.

### CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record .

Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the public during emergency situations that threaten the safety of Palestine's citizens.



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### ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

**Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).**

Reviewed By:	John Elrod	Date:	04/13/22
Approved By:	John Elrod	Date:	04/13/22
Last Updated By:	Sue Tingle	Date/Time:	4/13/22
Received By:		Date:	